



UNITED STATES DISTRICT COURT

SOUTHERN DISTRICT
OF
WEST VIRGINIA

ECF

Electronic Case Filing

**Attorney
Manual**

Revised 08/15/2005

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Accessing Electronic Case Filing (ECF) for Attorneys

Accessing Electronic Case Filing (ECF) for Attorneys

To access the CM/ECF system, open your web browser. (ECF is certified for use with Netscape Navigator 4.7 or higher web browser or Internet Explorer versions 5.5 and higher.) Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

STEP 1 To access the WVSD ECF site from the web browser, enter the URL address in the Address field:

(<http://ecf.wvsd.uscourts.gov>) and press Go. 

An example of the WVSD ECF web page is shown below (see **Figure 1**).

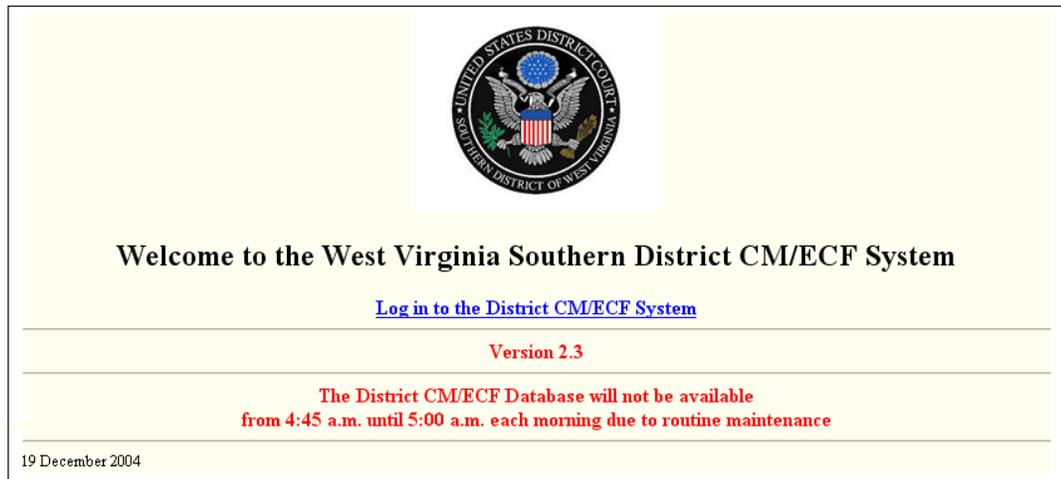


Figure 1 – WVSD ECF Web Page

STEP 2 Click on the link **“Log in to the District CM/ECF System.”**

The system will display the **ECF/PACER Login** screen (see **Figure 2**).

WVSD ECF/PACER Login Version 2.3

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st,2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x. and Internet Explorer 5.5 and 6.0

Figure 2 – ECF/PACER Login Screen

- Enter the **Login** and **Password** provided to you by the Court into the appropriate fields. These fields are case-sensitive; i.e., a login of *lewisk* should not be entered as *LewisK* or *LEWISK*.
- If you mistype your login or password, click the **[Clear]** button and re-enter the correct login and password.

- Enter a **Client Code**, if desired. This optional field is used for billing by PACER users. The information will be included in PACER billing reports.
- When the information on this screen is correct, click the **[Login]** button.

STEP 3 The system then displays the **ECF Main Menu** screen (see **Figure 3**).

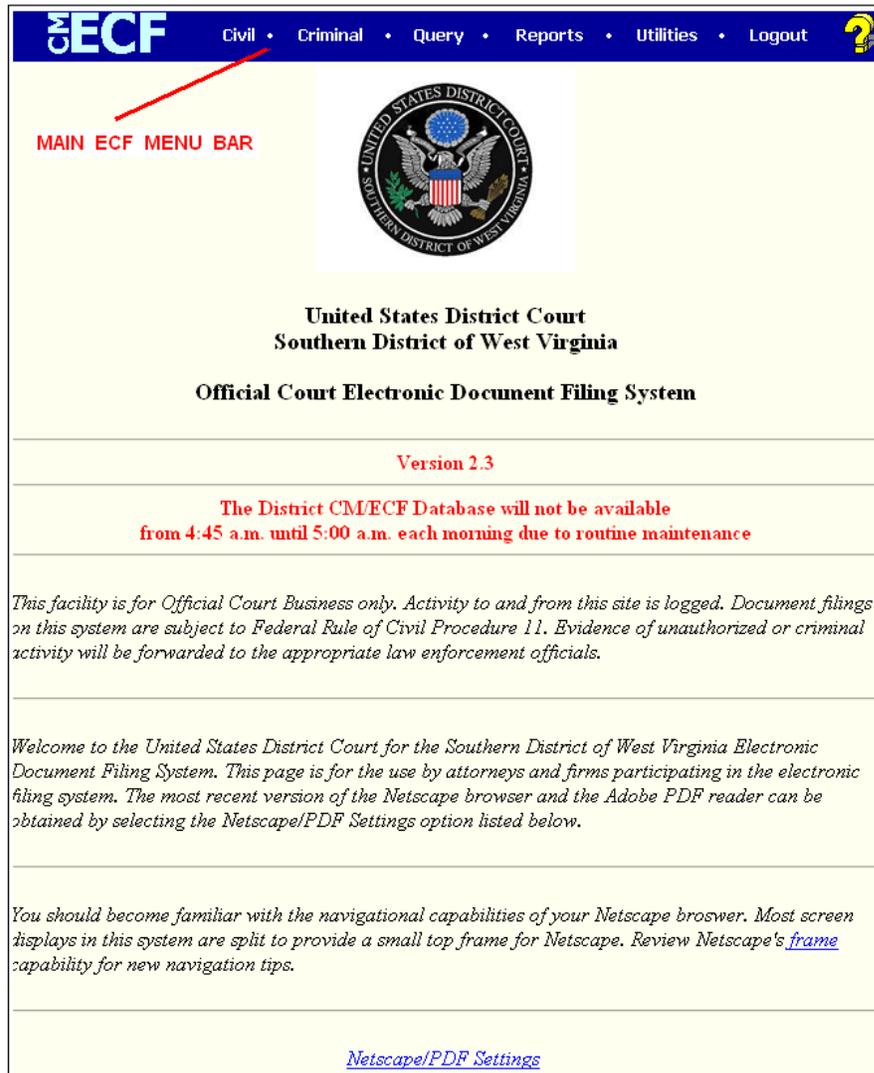


Figure 3 – Main ECF Screen

To access the various modules, go to the Main Menu Bar located at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks. These allow you to file documents, query cases or parties, view or print a docket sheet, generate reports or modify your account information.

- To exit the ECF system, click **Logout** on the Main ECF Menu Bar.

Filing a Return of Service

To file a Return of Service in ECF, select the appropriate event, enter the case number, select the pdf document, select the party served, associate with the document which was served, enter the date of service and accept the final docket text.

For this exercise we will file a Return of Service on a Summons Returned Executed and associate the Return of Service with the Complaint.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

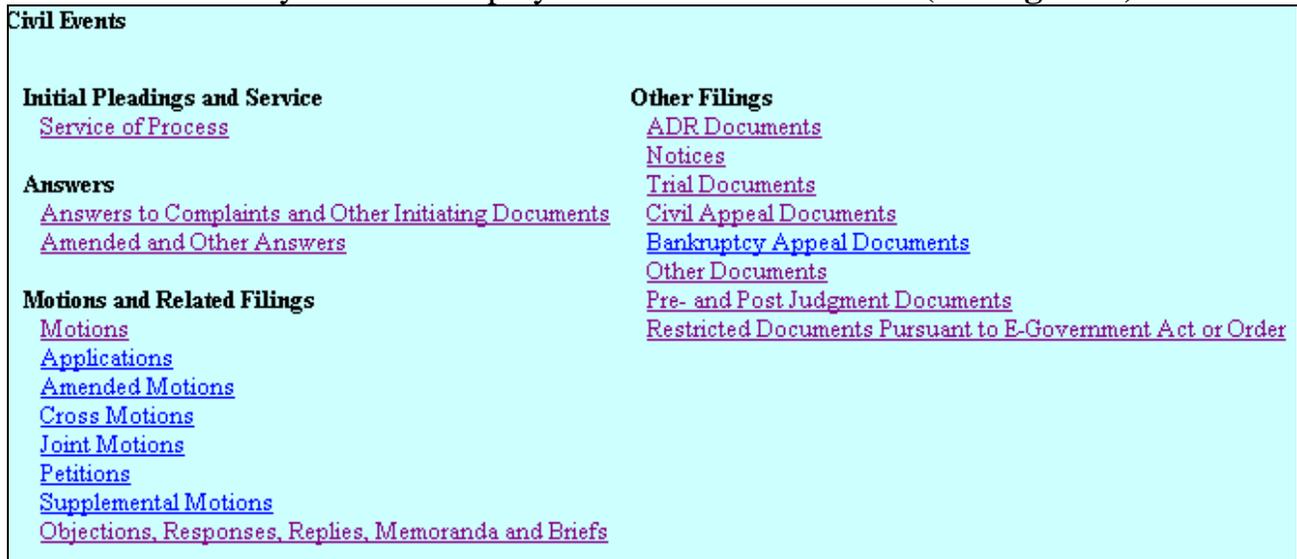
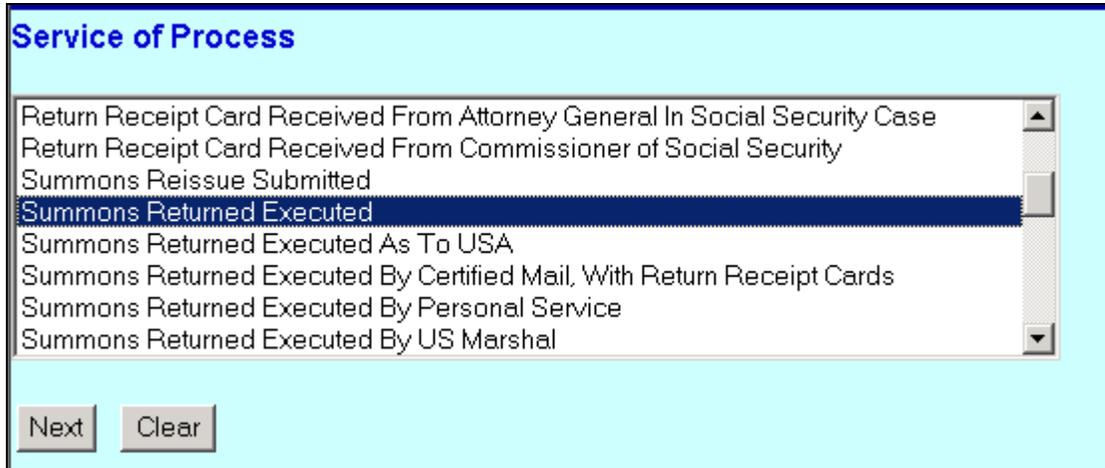


Figure 2 – Civil Events Screen

- Click on **Service of Process** under the *Initial Pleadings and Service* heading.

STEP 3 The system will display the **Service of Process** event screen (see **Figure 3**).



Service of Process

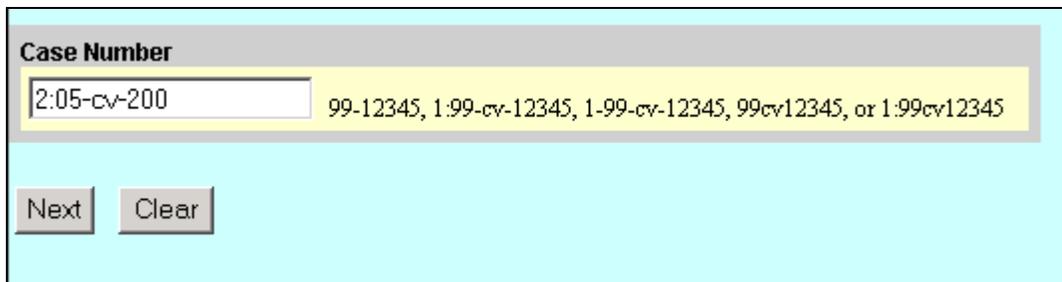
- Return Receipt Card Received From Attorney General In Social Security Case
- Return Receipt Card Received From Commissioner of Social Security
- Summons Reissue Submitted
- Summons Returned Executed**
- Summons Returned Executed As To USA
- Summons Returned Executed By Certified Mail, With Return Receipt Cards
- Summons Returned Executed By Personal Service
- Summons Returned Executed By US Marshal

Next Clear

Figure 3 – Service of Process Event Screen

- Select Summons Returned Executed by highlighting the text.
- Click [Next].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).



Case Number

2:05-cv-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number in the manner shown.
- Click [Next].

STEP 5 The system will then display the **pdf Document** screen (see **Figure 5a**).

Service of Process

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 5a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 5b**).

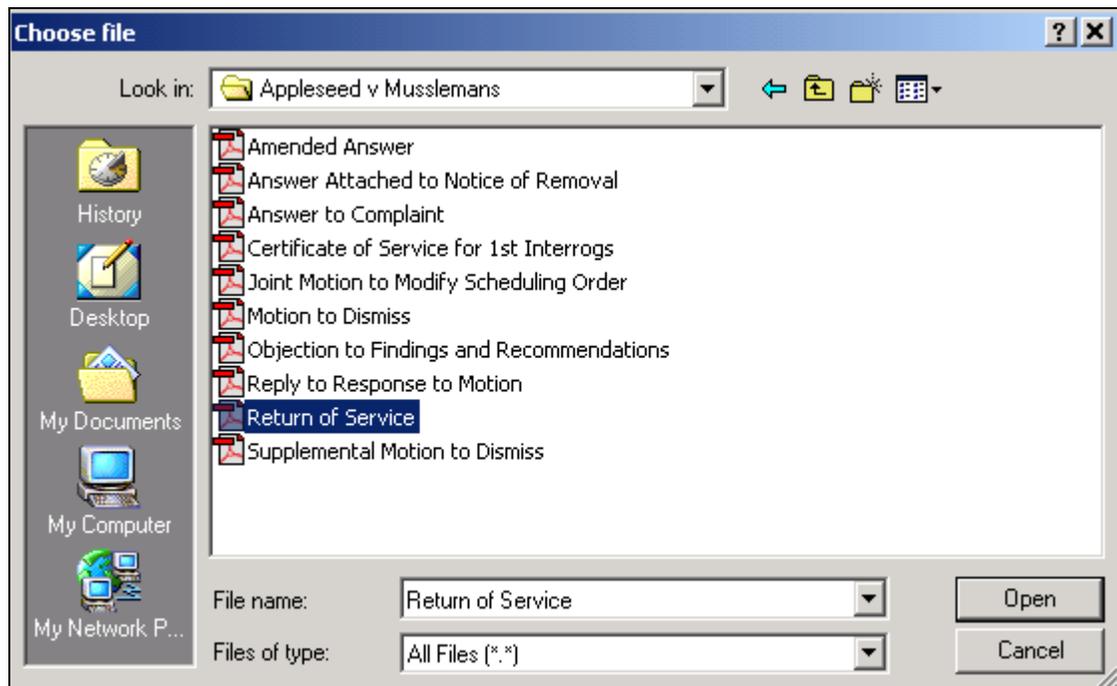


Figure 5b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files,

including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct pdf file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 5c**).

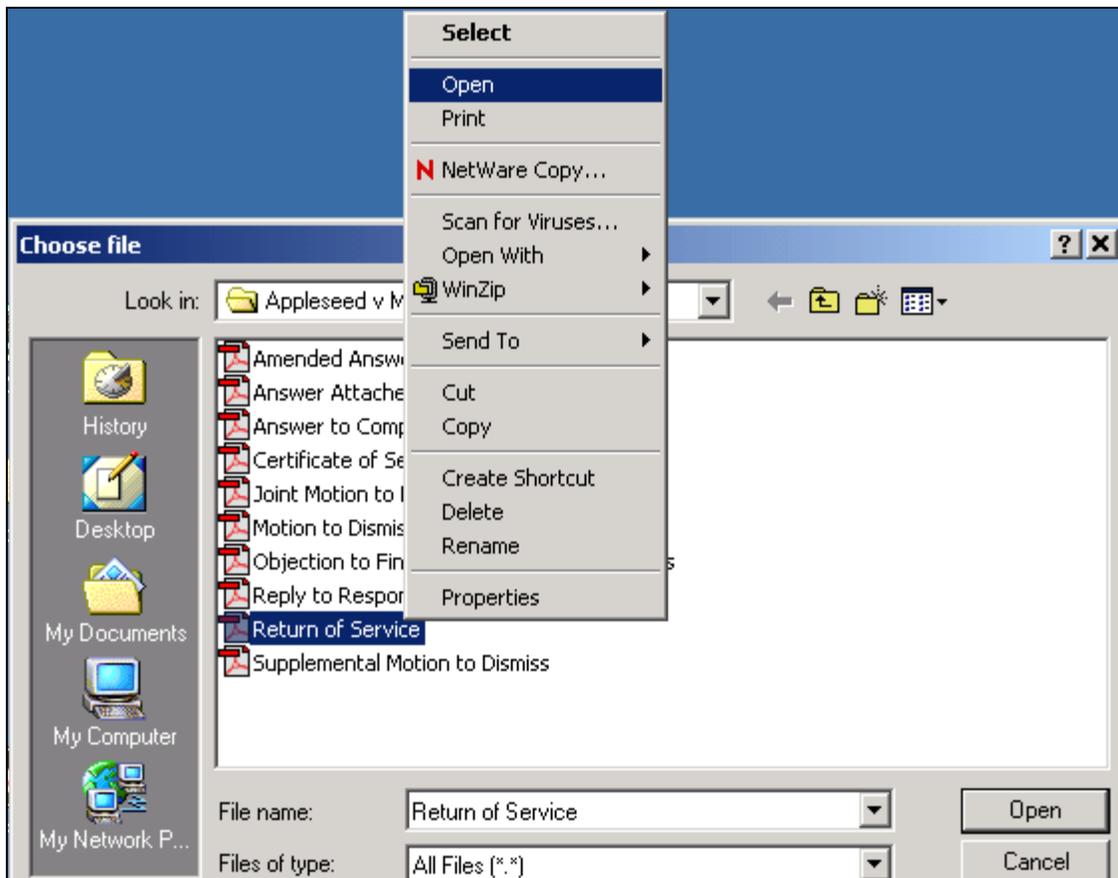


Figure 5c – Right-click Menu Screen

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.

- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 5b**) to return to the pdf document screen (see **Figure 5a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this Return of Service has attachments, click the **Yes** radio button at the bottom and proceed to Step 6. If there are no attachments, go to Step 7.
- Click **[Next]**.

STEP 6 Complete this step **ONLY** if you have attachments to the Return of Service (see **Figure 6**).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 8 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 5.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click **[Add to List]**.

Repeat this process until you have added all the attachments.

When you have added all your attachments, click **[Next]**.

STEP 7 The system will display the **Party Served** screen (see **Figure 7**).

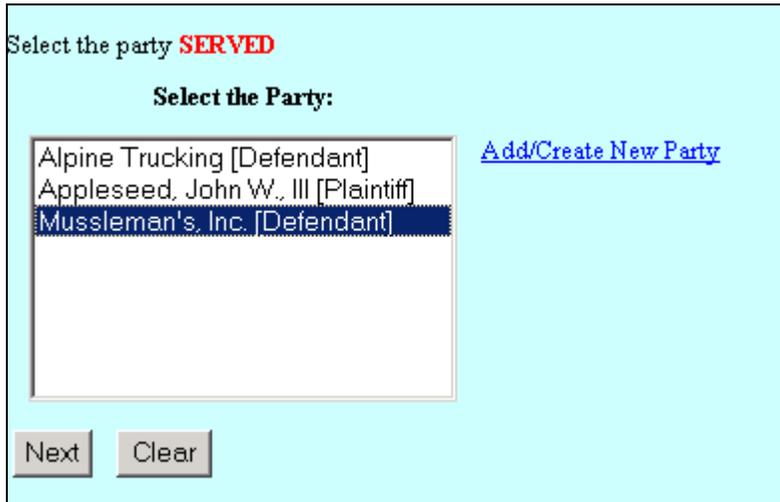


Figure 7 - Party Served Screen

- Select the party served.
- Click **[Next]**.

STEP 8 The system will display the **Refer to Event** screen (see **Figure 8a**).

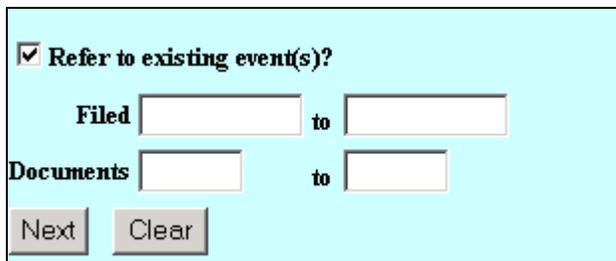


Figure 8a – Refer to Event Screen

- Click on the check box.

- Click [**Next**].

The system will display the documents in the case to allow you to connect the Return of Service you are filing with the appropriate related document(s) (see **Figure 8b**).

Select the appropriate event(s) to which your event relates:

03/23/2005 1 COMPLAINT. Filing Fee \$150.00. Receipt # 658. (rap)

03/23/2005 2 SUMMONS ISSUED by the Clerk on behalf of John W. Appleseed, III for Mussleman's, Inc., re: [1] Complaint, returnable 20 days. (rap)

Figure 8b – Refer Event Screen

- Click on the check box beside the **Complaint**.
- Click [**Next**].

STEP 9 The system will display the **Date Served** screen (see **Figure 9**).

Enter date served and date answer is due

Party	Claim	Date served	Date answer due
Mussleman's, Inc. -	Complaint(filed 03/23/2005)	6/1/2005	

Next Clear

Figure 9 – Date Served Screen

- Enter the date the summons was served.
- Tab and the Date Answer Due will be calculated and entered.
- Click [**Next**].

STEP 10 The system displays the **Final Text** screen (see **Figure 10**).

Docket Text: Final Text

SUMMONS RETURNED EXECUTED for Mussleman's, Inc., re: [1] Complaint. Mussleman's, Inc. served on 6/1/2005, answer due 6/21/2005. (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 10 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click the **[Next]** button, this Return of Service is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click **[Next]**.

STEP 11 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 11**).

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 6/9/2005 at 12:59 PM EDT and filed on 6/9/2005

Case Name: Appleseed v. Mussleman's, Inc.

Case Number: [2:05-cv-200](#)

Filer:

WARNING: CASE CLOSED on 04/27/2005

Document Number: [39](#)

Docket Text:
SUMMONS RETURNED EXECUTED for Mussleman's, Inc., re: [1] Complaint. Mussleman's, Inc. served on 6/1/2005, answer due 6 (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=6/9/2005] [FileNumber=7315-0] [5
92ca65d6c50426dbacb18150f398be064c1f8abab7312eal d040d1 ac6d8a7a23e7c006
8074076c1f14a3fffbb2906c4a6cdb0162271590bc6905e398b55ba52]]

Figure 11 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that the Return of Service is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon. It is recommended you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click [**File**] on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing an Answer to a Complaint

To file an Answer to a Complaint in ECF, select the appropriate event, enter the case number, select the party filer, associate an attorney, associate with the Complaint you are answering, update the jury demand and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

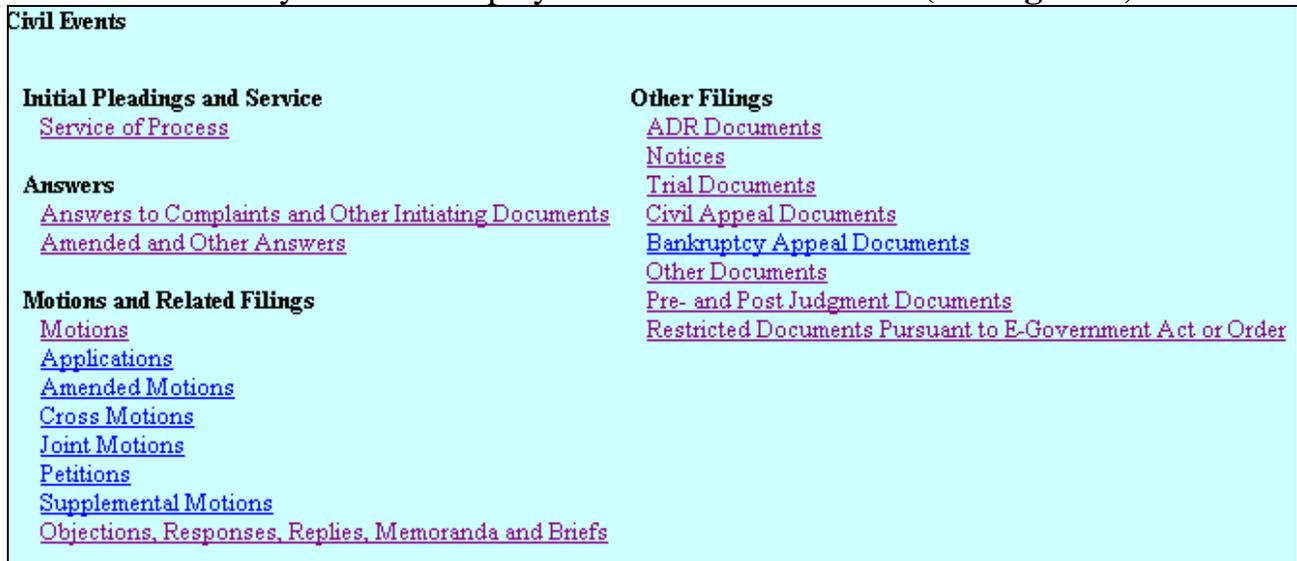
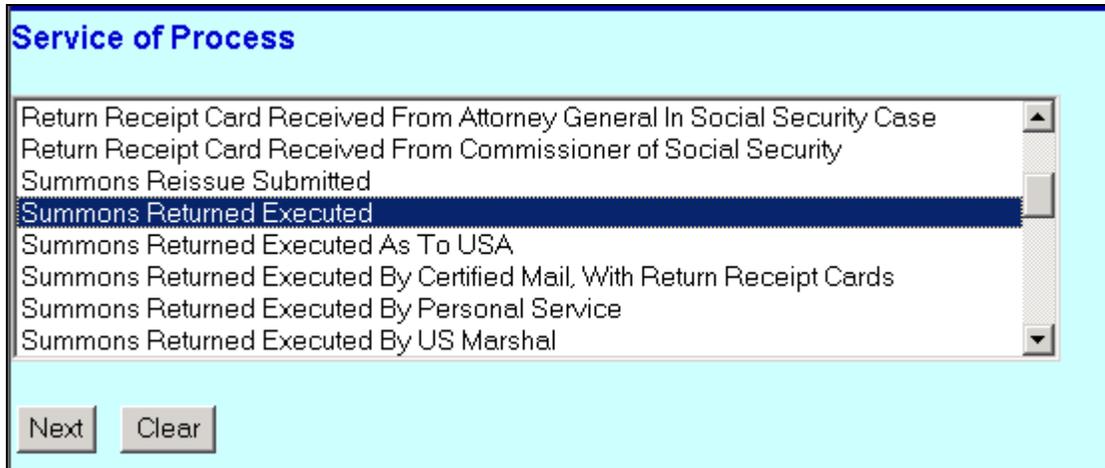


Figure 2 – Civil Events Screen

- Click on **Answers to Complaints and Other Initiating Documents** under the *Answers* heading.

STEP 3 The system will display the **Service of Process** event screen (see **Figure 3**).



Service of Process

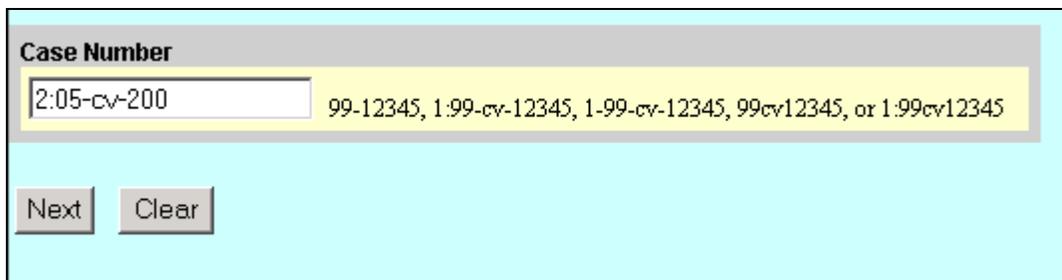
- Return Receipt Card Received From Attorney General In Social Security Case
- Return Receipt Card Received From Commissioner of Social Security
- Summons Reissue Submitted
- Summons Returned Executed**
- Summons Returned Executed As To USA
- Summons Returned Executed By Certified Mail, With Return Receipt Cards
- Summons Returned Executed By Personal Service
- Summons Returned Executed By US Marshal

Next Clear

Figure 3 – Service of Process Event Screen

- Select Summons Returned Executed by highlighting the text.
- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).



Case Number

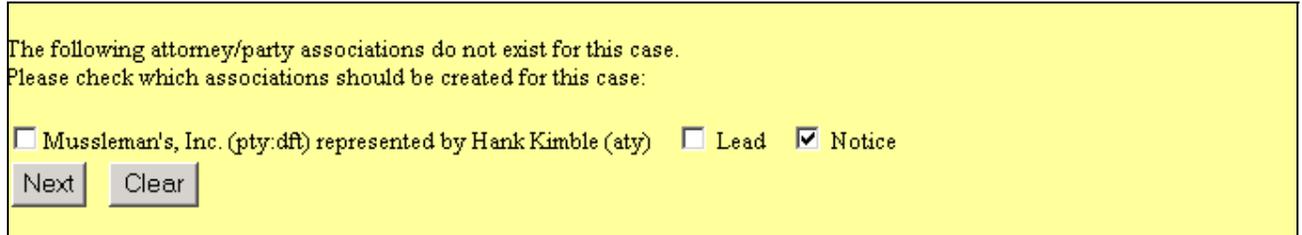
2:05-cv-200 99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number in the manner shown.
- Click [**Next**].

STEP 5 If this is your first time appearing in this civil case, the system will display the **Attorney/Party Association** screen (see **Figure 5**), asking if you want to associate with this party for this case:



The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

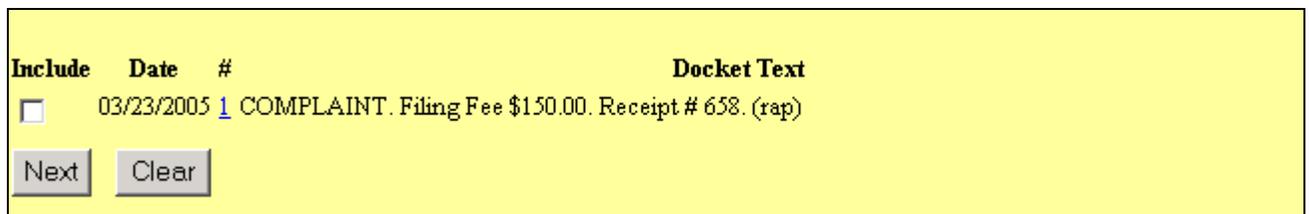
Mussleman's, Inc. (pty:df) represented by Hank Kimble (aty) Lead Notice

Next Clear

Figure 5 – Attorney/Party Association Screen

- Check all boxes.
- Click [Next].

STEP 6 The ECF system displays all unanswered complaints and claims, including counterclaims, cross-claims, and third-party complaints. To establish a link between the Answer and the Complaint to which it corresponds, click the box next to the corresponding Complaint (see **Figure 6**).



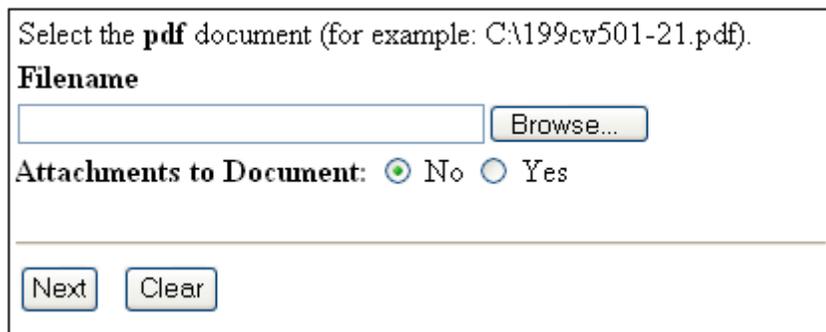
Include	Date	#	Docket Text
<input type="checkbox"/>	03/23/2005	1	COMPLAINT. Filing Fee \$150.00. Receipt # 658. (rap)

Next Clear

Figure 6 – Event Relationship Screen

- **NOTE:** If more than one document appears here and you are unsure which docketed event is correct, click on the hyperlink for that docketed event. To open the document in a separate browser window, right-click on the hyperlink. Viewing the hyperlink will result in PACER charges.
- When satisfied you have made the correct link, click [**Next**].

STEP 7 The system will then display the **pdf Document** screen (see **Figure 7a**).



Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 7a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 7b**).

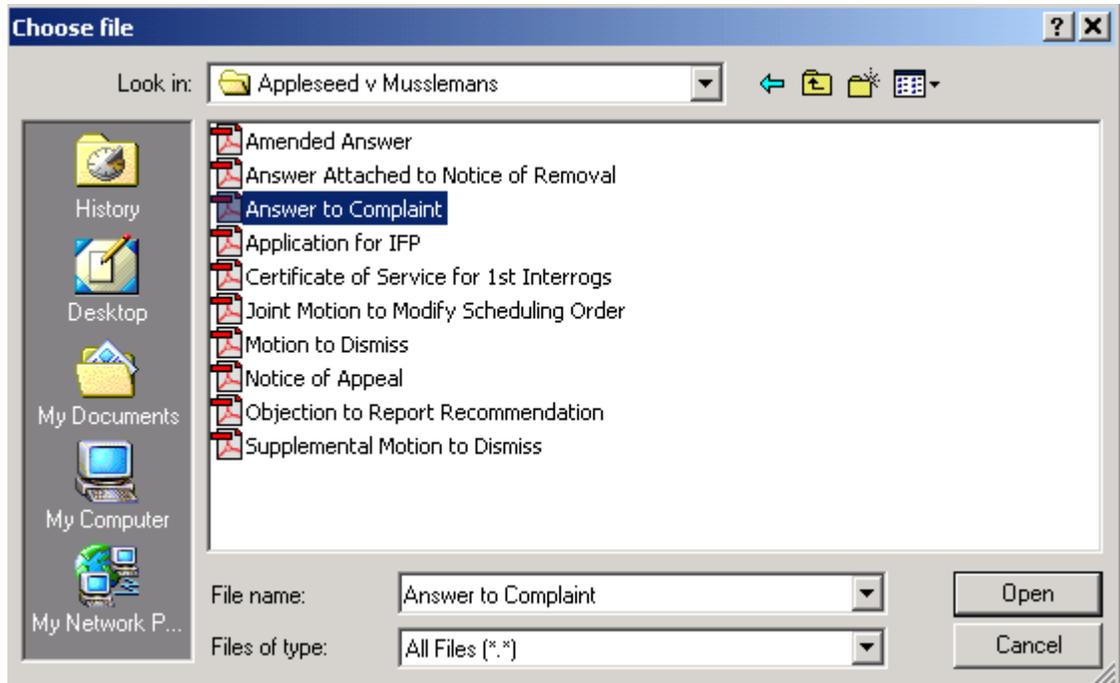


Figure 7b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the

desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level”  icon to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct pdf file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 7c**).

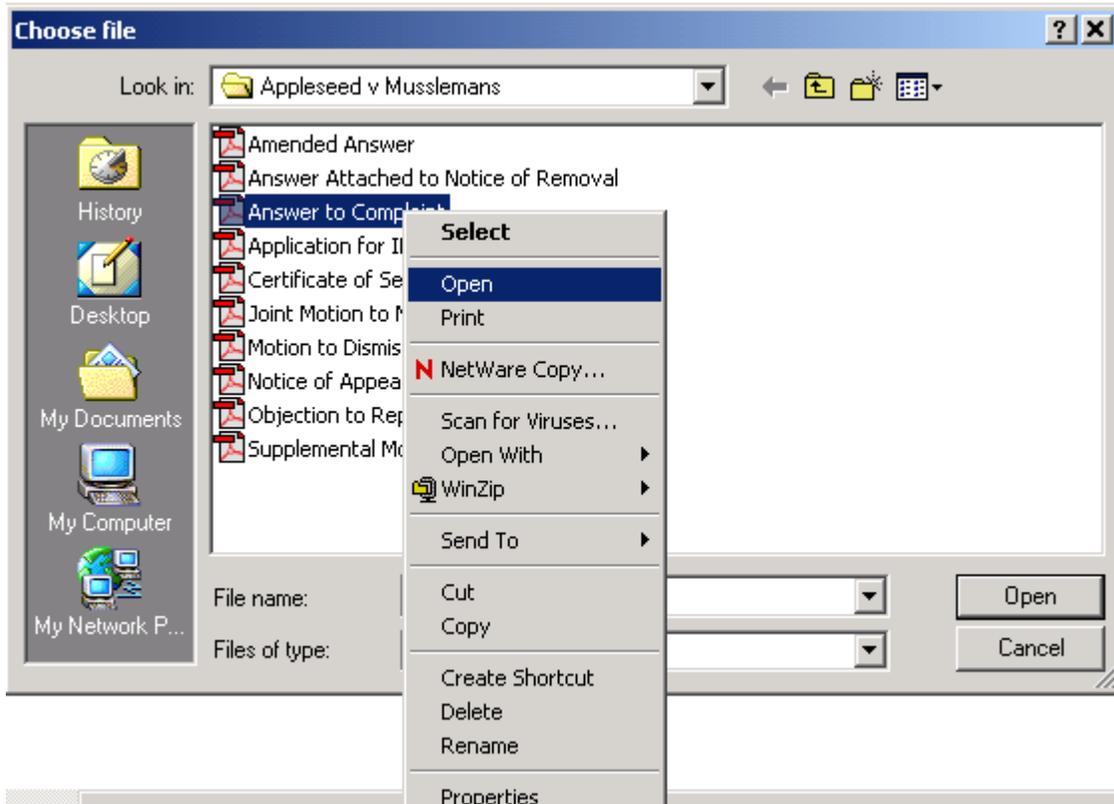


Figure 7c – Right-click Menu Screen

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 7b**) to return to the pdf document screen (see **Figure 7a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this Answer has attachments, such as exhibits, click the **Yes** radio button at the bottom and proceed to Step 8. If there are no attachments, go to Step 9.
- Click **[Next]**.

STEP 8 Complete this step **ONLY** if you have attachments to the Answer (see **Figure 8**).

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 8 – Document Attachment Screen

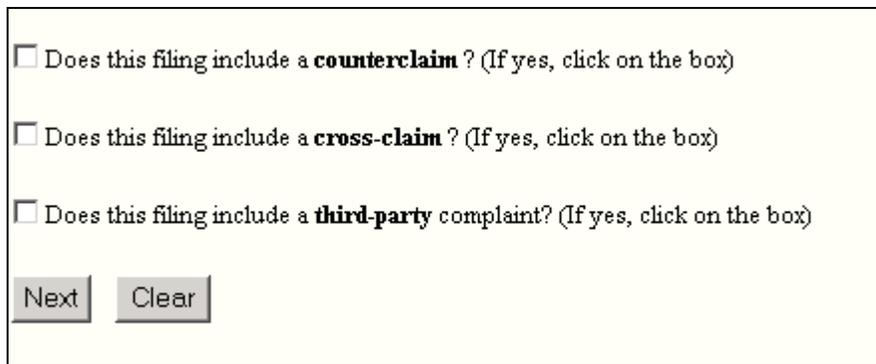
Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 7.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 9 On this screen you will indicate whether your Answer contains a counterclaim, cross-claim, or third-party complaint (see **Figure 9**).



Does this filing include a **counterclaim**? (If yes, click on the box)

Does this filing include a **cross-claim**? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Figure 9 – Additional Claim or Complaint and Jury Demand Value Screen

- If your Answer contains a counterclaim, cross-claim, or third-party complaint, click in the box next to that type document.
- Click [**Next**].

NOTE: If you checked any of the boxes above, proceed as follows:

For counterclaim, proceed to Step 9.1

For cross-claim, proceed to Step 9.2

For third-party complaint, call the Clerk's Office

to have the name(s) of the Third-party Defendant(s)
added, then proceed with Step 9.3.

If you did **not** check a box, proceed to Step 10.

STEP 9.1 The system will display the **Counter Party Complaint** screen

(see Figure 9.1)

Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: **OR** **Select a Group:**

Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 9.1 Counter Party Complaint Screen

- Select the party against whom the Counterclaim is filed.
- Click [Next]. Proceed to **Step 10**.

STEP 9.2 If you selected cross-claim, the **Crossclaim Party** screen will display (see Figure 9.2).

Select from the following list the party(s) **against** whom you are filing this Crossclaim.

Select the Party: **OR** **Select a Group:**

Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 9.2 Crossclaim Party Screen

- Select the party against whom the Crossclaim is filed.
- Click [Next]. Proceed to **Step 10**.

STEP 9.3 If you selected **Third Party Complaint**, the system will display

the **Third Party Complaint** screen (see **Figure 9.3**).

Figure 9.3 – Third Party Complaint Screen

- Highlight the name(s) of the Third Party Defendant(s).
- Click [**Next**]. Proceed to Step 10.

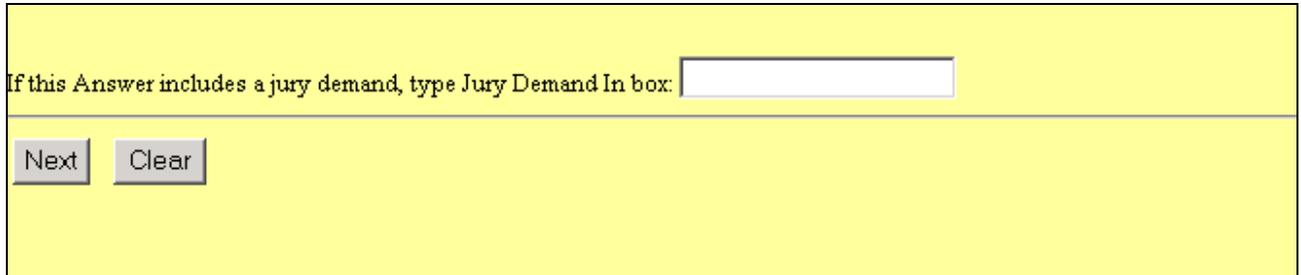
STEP 10 The system may display the **Update Jury Demand** screen (see **Figure 10a**), for you to change the jury demand value, if appropriate.

Figure 10a – Update Jury Demand Screen

If the Jury Demand value is not correct, click on the down arrow next to the field and select the correct value. Otherwise, no action is required.

- Click [**Next**].

The system may display the **Jury Demand** box screen (see **Figure 10b**).



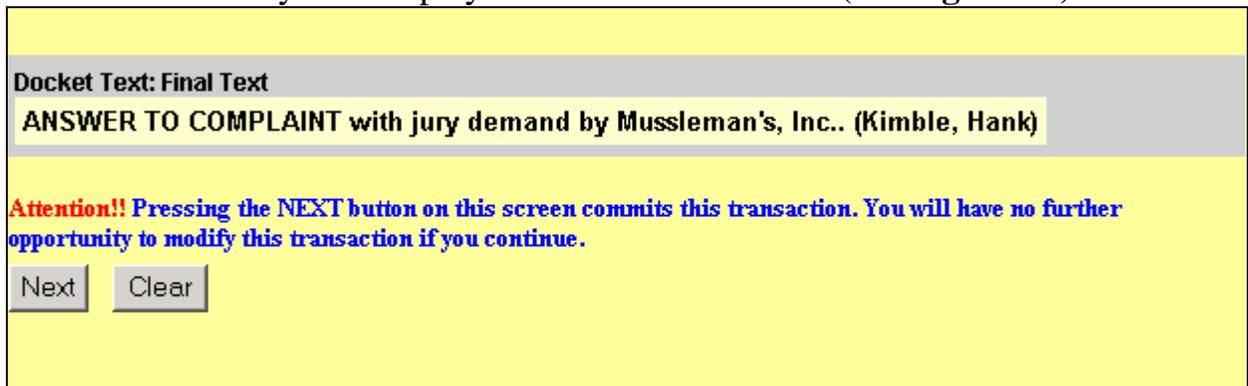
If this Answer includes a jury demand, type Jury Demand In box:

Next Clear

Figure 10b – Jury Demand box Screen

- If the Answer you are filing, contains a jury demand, type “jury demand” in this box.
- Click [Next].

STEP 12 The system displays the **Final Text** screen (see **Figure 12**).



Docket Text: Final Text

ANSWER TO COMPLAINT with jury demand by Mussleman's, Inc.. (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

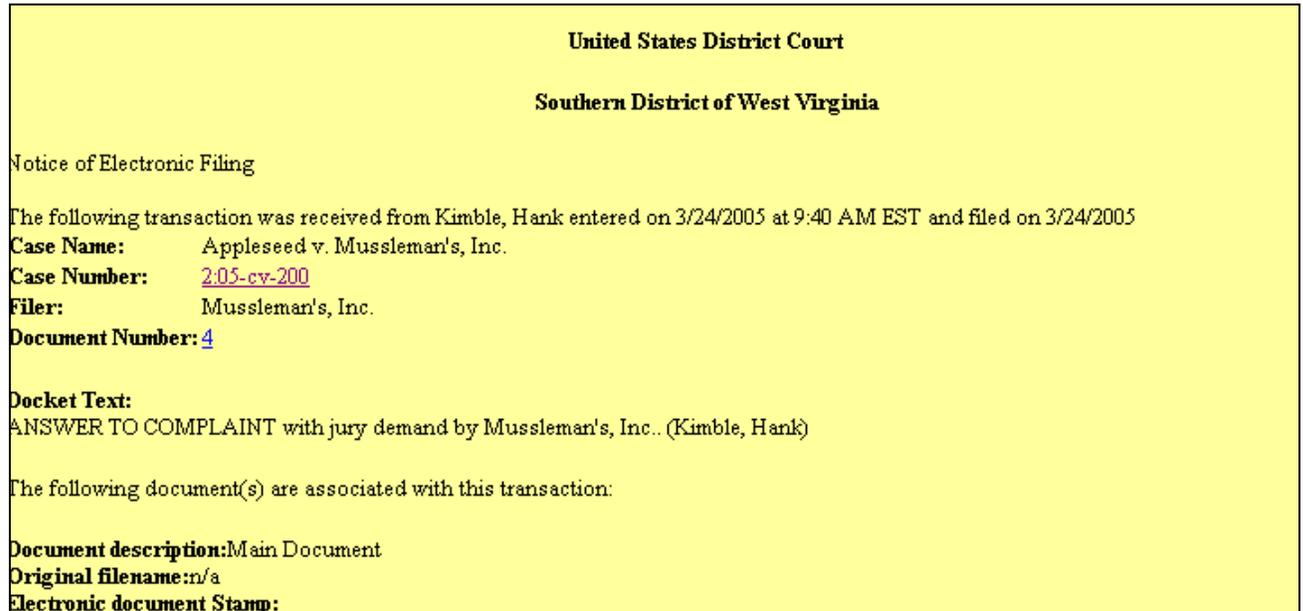
Figure 12 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click the [Next] button, this Answer is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 13 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 13**).



United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 3/24/2005 at 9:40 AM EST and filed on 3/24/2005

Case Name: Appleseed v. Mussleman's, Inc.
Case Number: [2:05-cv-200](#)
Filer: Mussleman's, Inc.
Document Number: [4](#)

Docket Text:
ANSWER TO COMPLAINT with jury demand by Mussleman's, Inc.. (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:

Figure 13 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that the Answer is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon. It is recommended you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click [**File**] on the browser menu.

- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing an Amended Answer Or Other Answer

To file an Amended Answer or Other Answer in ECF, select the appropriate event, enter the case number, select the party filer, associate the Amended Answer with original Answer in the file, update the jury demand and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see Figure 1).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see Figure 2).

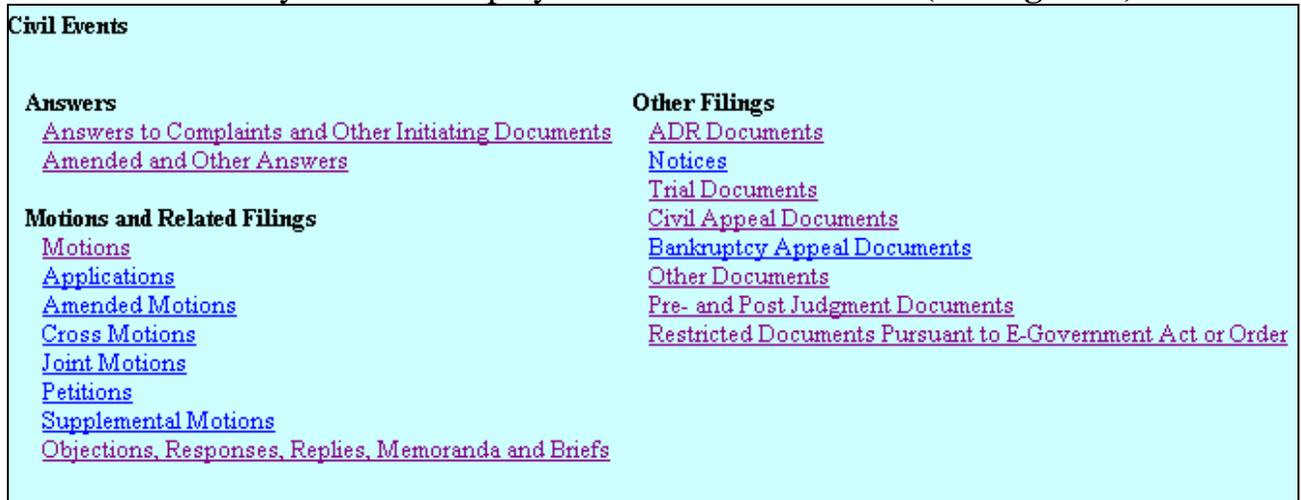
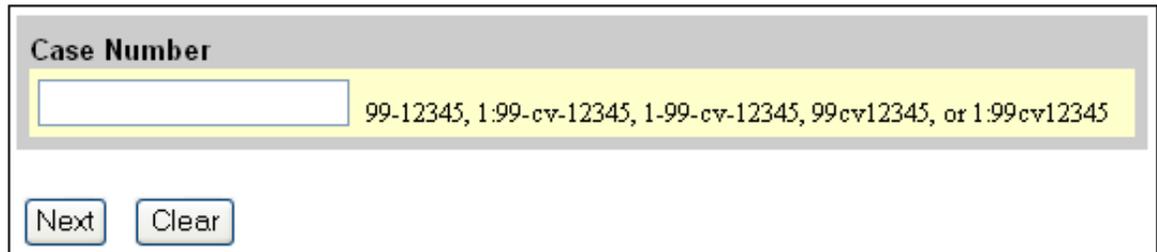


Figure 2 – Civil Events Screen

- Click on Amended and Other Answers under the *Answers* heading.

STEP 3 The system will display the **Case Number** screen (see **Figure 3**).



Case Number

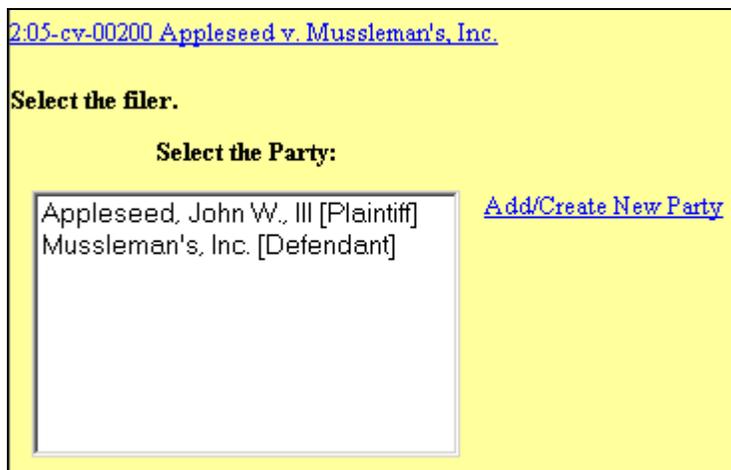
99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 3 – Case Number Screen

- Enter the correct case number.
- Click [Next].

STEP 4 The system will then display the **Party Selection** screen (see **Figure 4**).



[2:05-cv-00200 Appleseed v. Mussleman's, Inc.](#)

Select the filer.

Select the Party:

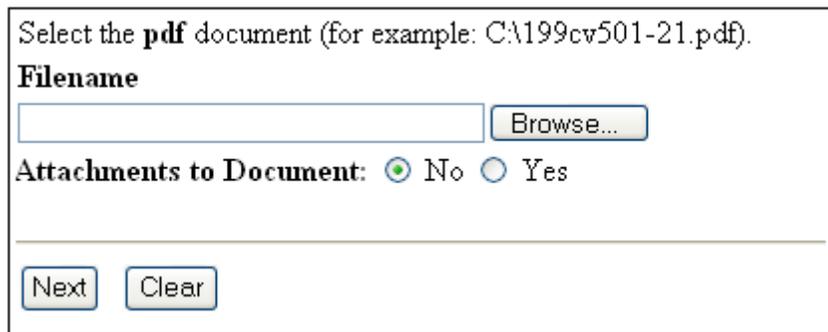
Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

Figure 4 – Party Selection Screen

- On this screen, select the party filing the Amended Answer.
- Click [Next].

STEP 5 The system will then display the **pdf Document** screen (see **Figure 5a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 5a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 5b**).

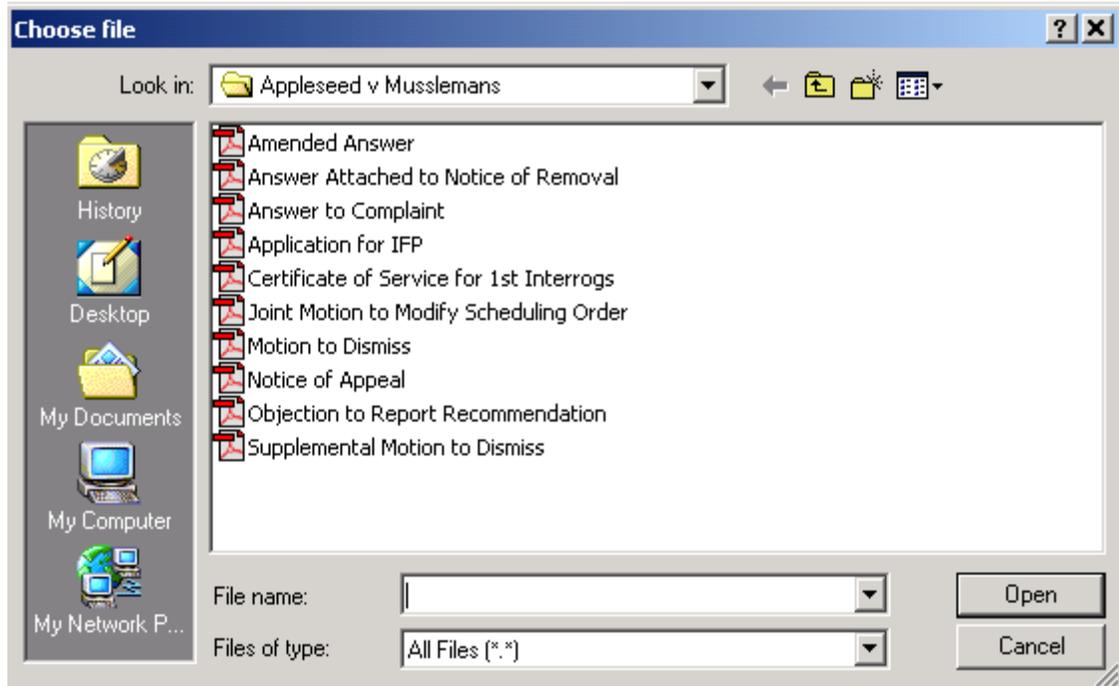


Figure 5b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon  to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct pdf file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 5c**).

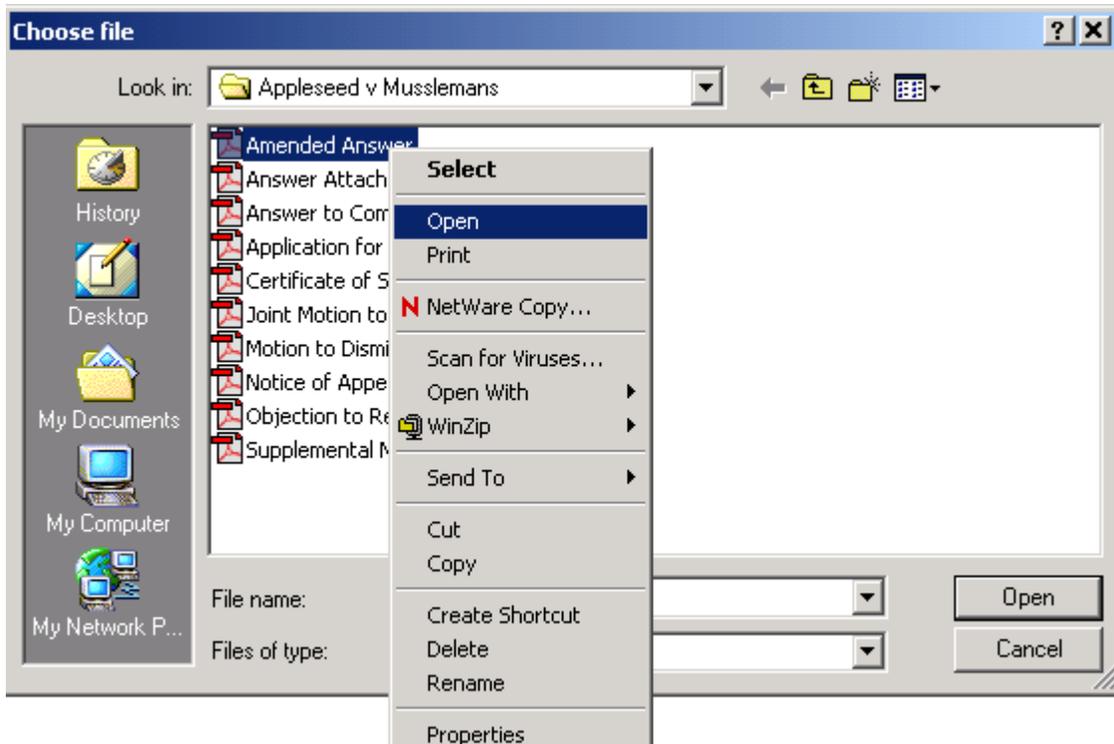


Figure 5c – Right-click Menu Screen

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the Choose File screen (see **Figure 5b**) to return to the pdf document screen (see **Figure 5a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this Amended Answer has attachments, click the **Yes** radio button at the bottom and proceed to Step 6. If there are no attachments, go to Step 7.
- Click **[Next]**.

STEP 6 Complete this step **ONLY** if you have attachments to the Amended Answer (see Figure 6).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 6 – Document Attachment Screen

Adding attachments to a document is a three-step process:

- 1) Browse for the attachment as described in Step 5.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 7 The system displays the first **Reference Document** screen (see **Figure 7a**).

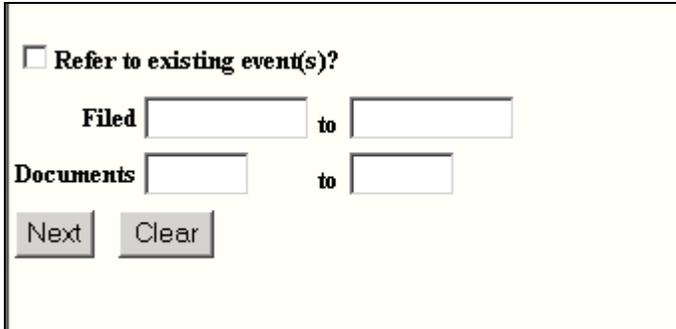


Figure 7a – Reference Document Screen

- Your Amended Answer refers to the original Answer, so click the check box.
- Click [Next].

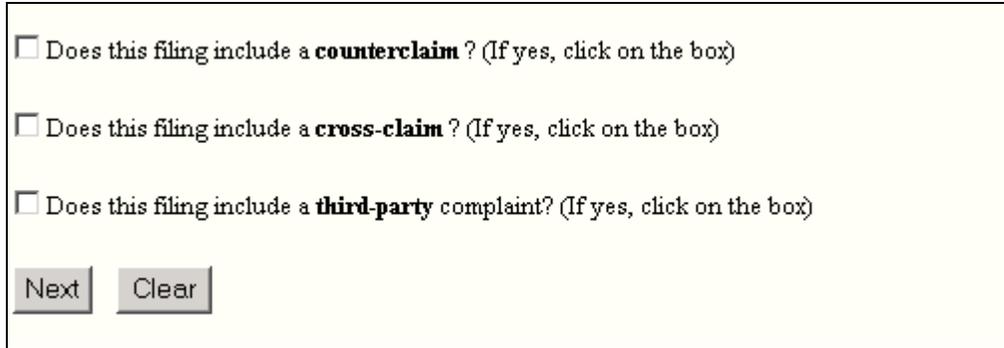
The system will display the second **Reference Document** screen (see **Figure 7b**).



Figure 7b – Reference Document Screen

- Click in the check box beside the Answer you are amending.
- Click [Next].

STEP 8 The system displays the **Additional Claim** screen. (see **Figure 8**).



Does this filing include a **counterclaim** ? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Next Clear

Figure 8 – Additional Claim Screen

If your Amended Answer contains a Counterclaim, Cross-claim, or Third-Party Complaint, click in the box next to that type document.

- Click [**Next**].
- **NOTE:** If you checked any of the boxes above, proceed as follows:
 - For counterclaim, proceed to Step 8.1
 - For cross-claim, proceed to Step 8.2
 - For third-party complaint, call the Clerk's Office to have them add the name(s) of the third party defendant(s), then proceed with Step 8.3.
- If you did **not** check a box, proceed to Step 9.

STEP 8.1 The system will display the **Counter Party Complaint** screen (see **Figure 8.1**)

Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: **OR** **Select a Group:**

Alpine Trucking [Defendant]	Add/Create New Party
Appleseed, John W., III [Plaintiff]	
Mussleman's, Inc. [Defendant]	

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 8.1 Counter Party Complaint Screen

- Select the party against whom the Counterclaim is filed.
- Click [Next]. Proceed to **Step 9**.

STEP 8.2 If you selected cross-claim, the **Crossclaim Party** screen will display (see **Figure 8.2**)

Select from the following list the party(s) **against** whom you are filing this Crossclaim.

Select the Party: **OR** **Select a Group:**

Alpine Trucking [Defendant]	Add/Create New Party
Appleseed, John W., III [Plaintiff]	
Mussleman's, Inc. [Defendant]	

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 8.2 Crossclaim Party Screen

- Select the party against whom the Crossclaim is filed.
- Click [Next].

- Proceed to **Step 9**.

STEP 8.3 If you selected **Third Party Complaint**, the system will display

the **Third Party Complaint** screen (see **Figure 8.3**).

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: OR **Select a Group:**

Bookay, Hyacinth [Defendant]
 Bookay, Hyacinth [Counter Claimant]
 Bookay, Hyacinth [Cross Claimant]
Cleese, John [Third Party Defendant]
 Fuentes, Daisy [Defendant]
 Fuentes, Daisy [Cross Defendant]
 North and South Medical Center [Plaintiff]
 North and South Medical Center [Counter Defendant]

[Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 8.3 – Third Party Complaint Screen

- Highlight the name(s) of the Third Party Defendant(s).
- Click [**Next**]. Proceed to **Step 9**.

STEP 9 The system may display the Update Jury Demand screen (see **Figure 9a**).

Other Answers

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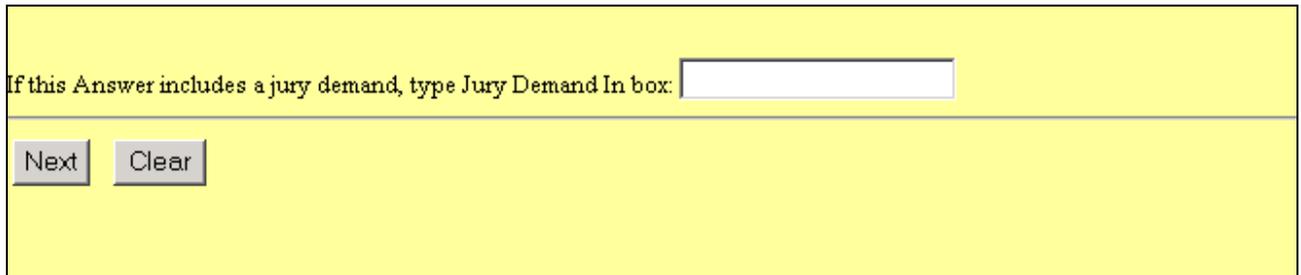
Update Jury Demand

Jury Demand

Figure 9a – Update Jury Demand Screen

- If the jury demand has changed with the filing of the Amended Answer, change the value in the Jury Demand box.
- Click [Next].

The system may display the **Jury Demand** box screen (see **Figure 9b**).



If this Answer includes a jury demand, type Jury Demand In box:

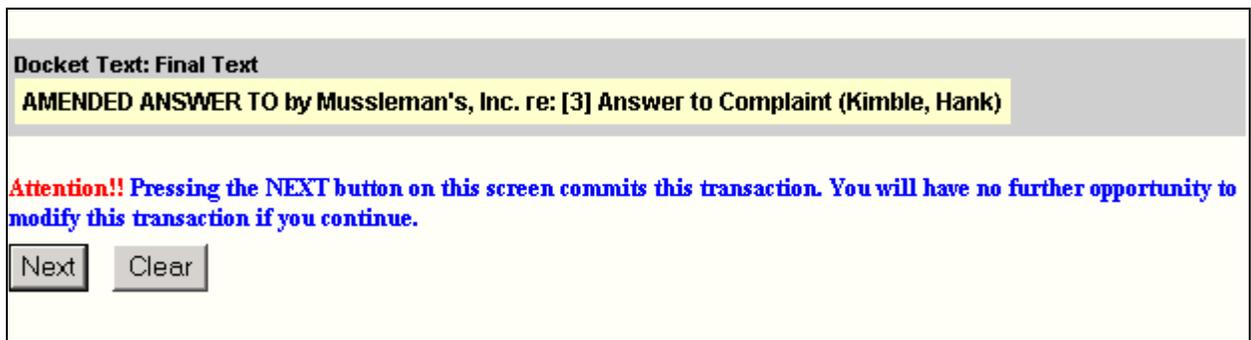
Next Clear

Figure 9b – Jury Demand box screen

If the Amended Answer you are filing contains a jury demand, type “jury demand” in this box. Otherwise, ignore this box.

- Click [Next].

STEP 10 The system displays the **Final Text** screen (see **Figure 10**).



Docket Text: Final Text

AMENDED ANSWER TO by Mussleman's, Inc. re: [3] Answer to Complaint (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 10 – Final Text screen

This displays how your docket entry will appear on the docket sheet. Once you click **Next**], this Amended Answer is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 11 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 11**).

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 5/4/2005 at 3:05 PM EDT and filed on 5/4/2005

Case Name: Appleseed v. Mussleman's, Inc.

Case Number: [2:05-cv-200](#)

Filer: Alpine Trucking

WARNING: CASE CLOSED on 04/27/2005

Document Number: [32](#)

Docket Text:
AMENDED ANSWER by Alpine Trucking re: [4] Answer to Complaint (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=5/4/2005] [FileNumber=2155-0] [a9d67d202bee8e0bf0455fa17a7c26fd3f259726eb3f163cbae844ab1a770ab4f32f43929d893229797d0488664b7f9930f1074b91bf2b13f55cb647a1cdccal]]

2:05-cv-200 Notice will be electronically mailed to:

2:05-cv-200 Notice will be delivered by other means to:

Figure 11 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this **NEF**, click the browser **[Print]** icon. It is recommended you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click **[File]** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing an Answer To a Complaint Attached to a Notice of Removal

To file an Answer to a Complaint Attached to a Notice of Removal, select the appropriate event, enter the case number, select the party filer, associate with the Notice of Removal, update the jury demand and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

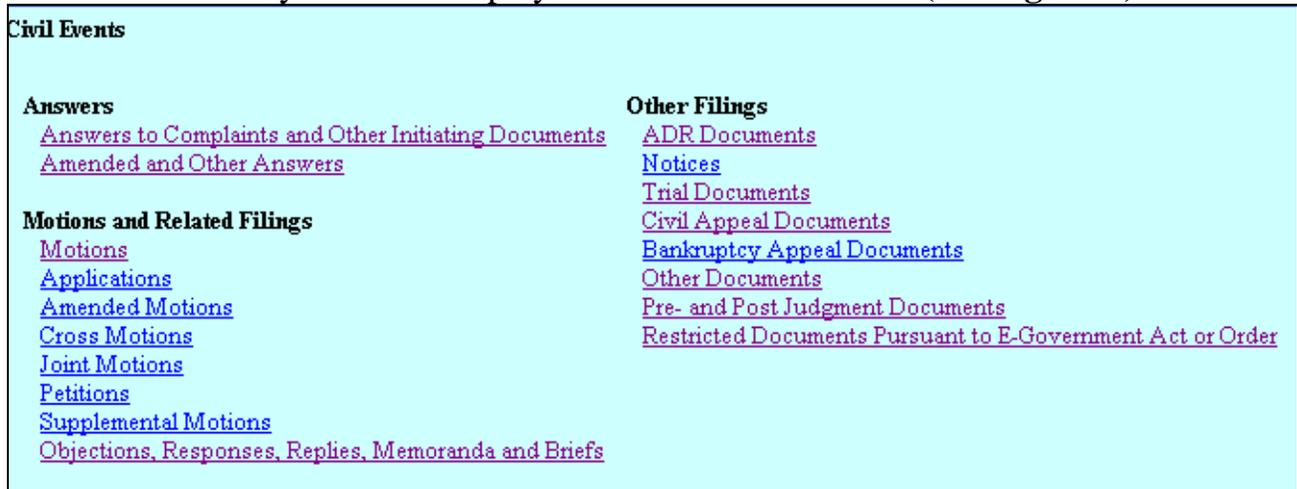


Figure 2 – Civil Events Screen

- Click on Amended and Other Answers under the *Answers* heading.

STEP 3 The system will display the **Other Answers** screen (see **Figure 3**).

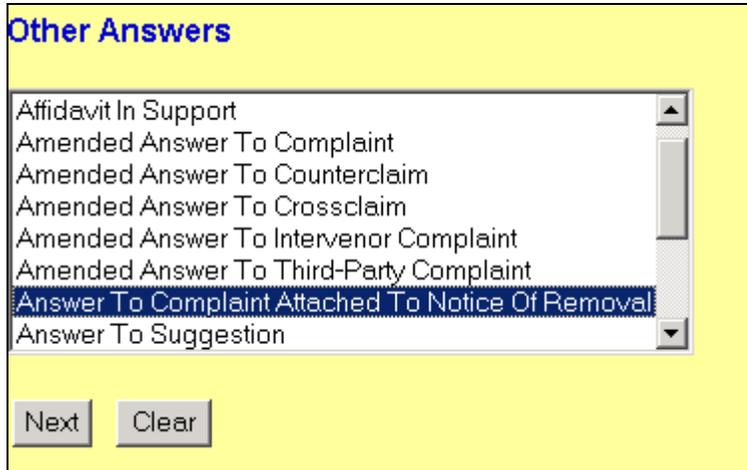


Figure 3 – Other Answers Screen

- Select **Answer to Complaint Attached to Notice of Removal**.
- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).

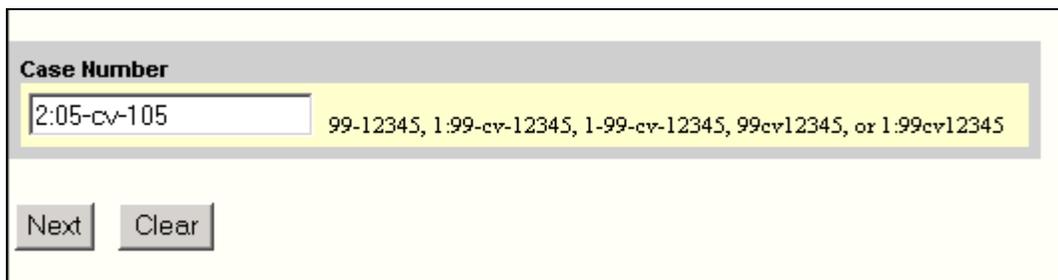
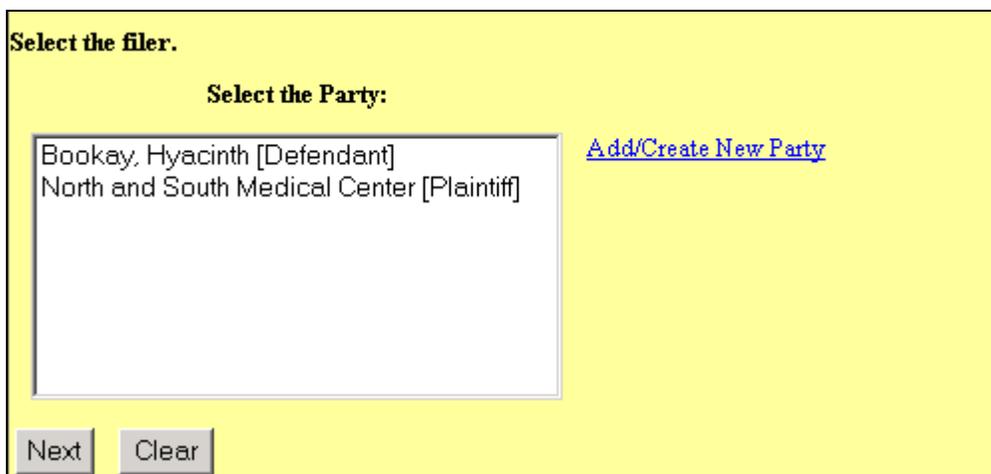


Figure 4 – Case Number Screen

- Enter the case number.
- Click **[Next]**.

STEP 5 The system will then display the **Party Selection** screen (see **Figure 5**)



Select the filer.

Select the Party:

Bookay, Hyacinth [Defendant]
North and South Medical Center [Plaintiff]

[Add/Create New Party](#)

Next Clear

Figure 5 – Party Selection Screen

- Select the name of the Defendant filing the Answer.
- Click **[Next]**.

STEP 6 The system will then display the **pdf document** screen (see **Figure 6 a**).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 6a – Select the pdf document screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 6b**).

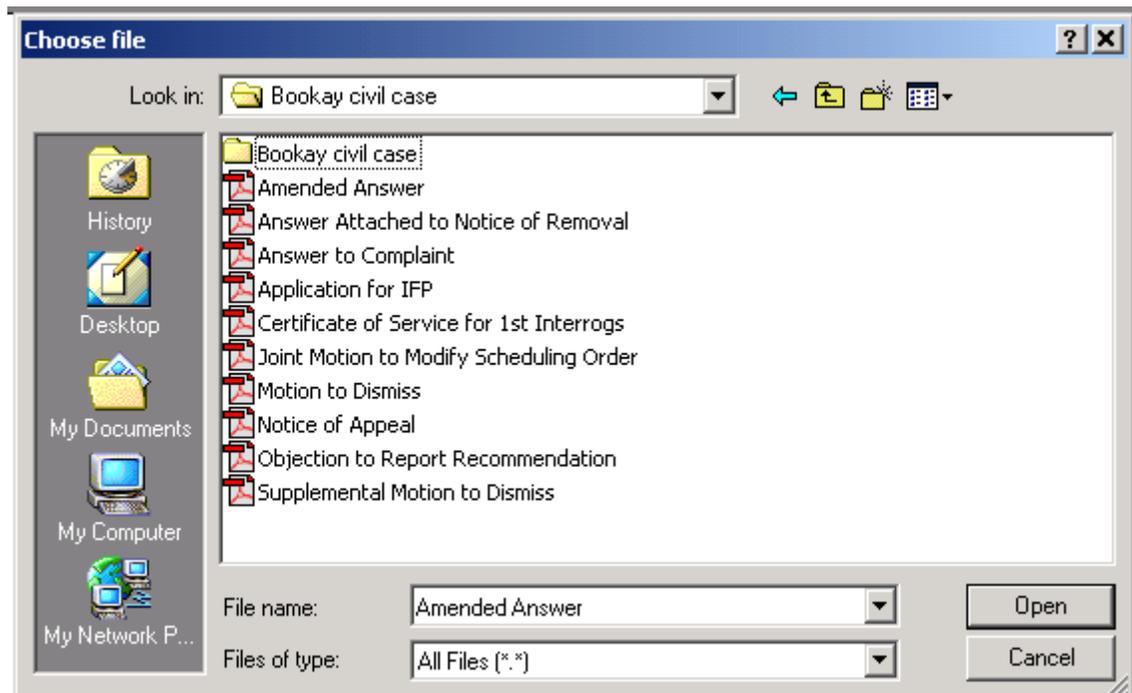


Figure 6b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files,

including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon, to go up one directory in the directory structure.

- Navigate to the directory where the appropriate pdf file is located, then click on it to select it.
- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 6c**).

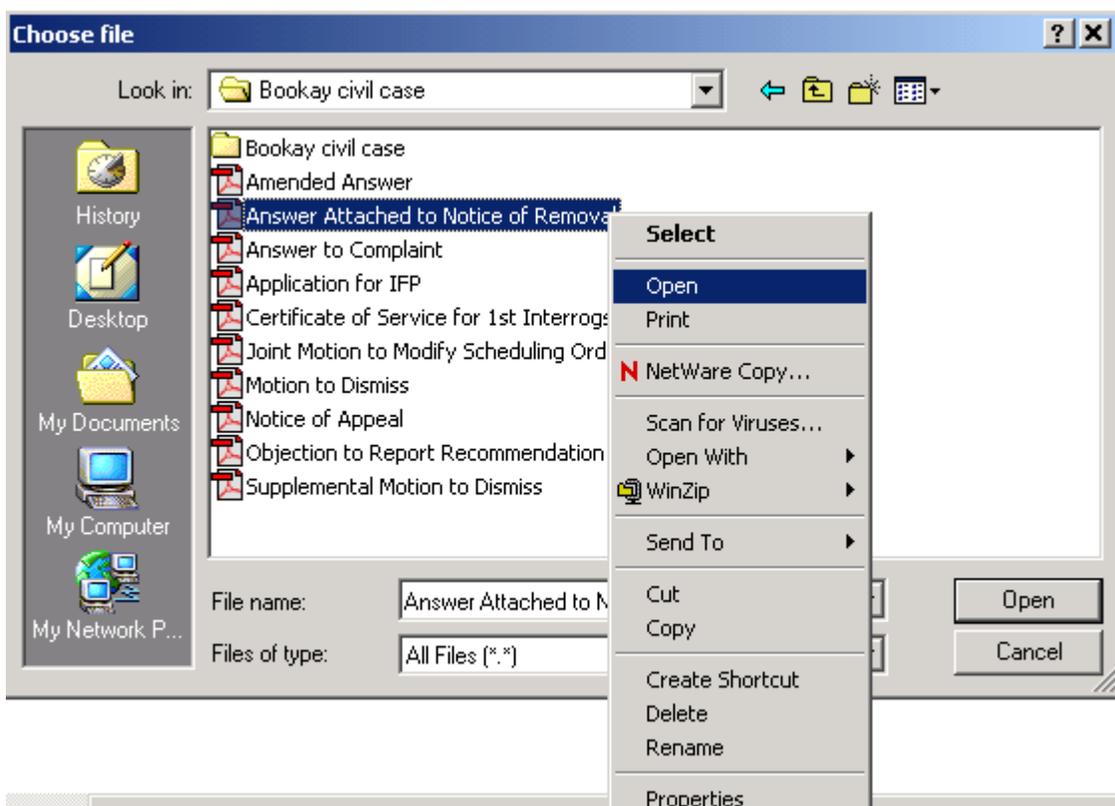


Figure 6c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.

- If this is the correct document, minimize or close the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 6b**) to return to the pdf document screen (see **Figure 6a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, such as exhibits or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 7. If there are no attachments, go to Step 9.
- Click **[Next]**.

STEP 7 Complete this step **ONLY** if you have attachments to the Answer (see Figure 7).

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 7 – Document Attachment Screen

Adding attachments to a document is a three-part process:

- 1) Browse for the attachment as described in Step 6.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click **[Add to List]**.

Repeat this step until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 8 The system will then display the **Refer to Event** screen (see **Figure 8**).

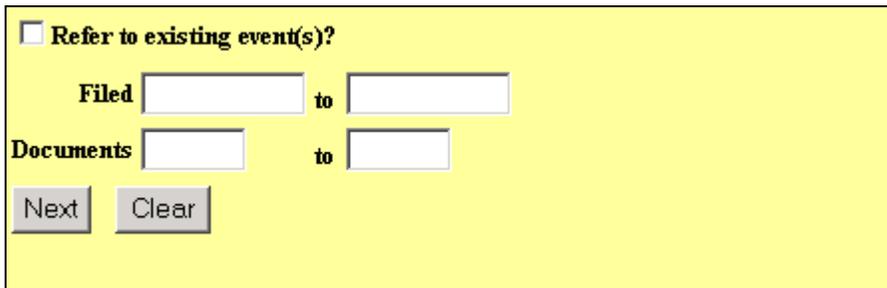


Figure 8 – Refer to Event screen

- When filing an Answer to a Complaint Attached to a Notice of Removal, you will refer the Answer to the Notice of Removal by checking the box. It is not necessary to enter filed dates or document numbers.
- Click [**Next**].

STEP 9 The system will then display the **Select Event** screen (see

Figure 9).

Select the appropriate event(s) to which your event relates:

03/14/2005 1 NOTICE OF REMOVAL by Hyacinth Bookay with summons, complaint and docket sheet from Circuit Court of Kanawha County. Filing Fee \$150.00, Receipt #21568. (rap)

Figure 9 – Select Event Screen

- Check the box.
- Click [Next].

STEP 10 The system will then display the **Additional Claim or Complaint and Jury Demand Value** screen (see **Figure 10**).

Does this filing include a **counterclaim**? (If yes, click on the box)

Does this filing include a **cross-claim**? (If yes, click on the box)

Does this filing include a **third-party** complaint? (If yes, click on the box)

Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.
+ If ONLY PLAINTIFF has demanded jury, value should be p (Plaintiff)
+ If ONLY DEFENDANT has demanded jury, value should be d (Defendant)
+ If BOTH sides have demanded jury, value should be b (Both)

Next Clear

Figure 10 – Additional Claim or Complaint and Jury Demand Value Screen

This screen serves two purposes. First, it lets you indicate if the Answer to a Complaint Attached to the Notice of Removal contains a Counterclaim, Cross-claim, or Third-Party Complaint. In addition, it tells you what the jury demand values are so you can change the value on the next screen, if appropriate.

- If your Answer contains a Counterclaim, Cross-claim, or Third-Party Complaint, click in the box next to that document type.
- Click [Next].

If you checked any of the boxes above, proceed as follows:

For counterclaim, proceed to Step 10.1

For cross-claim, proceed to Step 10.2

For third-party complaint, call the Clerk's Office to have the name(s) of the third-party defendant(s) added to the case, then proceed with Step 10.3.

If you did **not** check a box, proceed to Step 11.

STEP 10.1 If you selected Counterclaim, the system will display the **Counter Party Complaint** screen (see **Figure 10.1**)

Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: **OR** **Select a Group:**

Bookay, Hyacinth [Defendant]	Add/Create New Party
North and South Medical Center [Plaintiff]	

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 10.1 Counter Party Complaint Screen

Select the party against whom you are filing the Counterclaim.

Click [Next].

Continue at **Step 11**.

STEP 10.2 If you selected Crossclaim, the **Crossclaim Party** screen will display (see **Figure 10.2**)

Select from the following list the party(s) **against** whom you are filing this Crossclaim.

Select the Party: **OR** **Select a Group:**

Bookay, Hyacinth [Defendant]	Add/Create New Party
Bookay, Hyacinth [Counter Claimant]	
Fuentes, Daisy [Defendant]	
North and South Medical Center [Plaintiff]	
North and South Medical Center [Counter Defendant]	

No Group
 All Defendants
 All Plaintiffs
 All Parties

Figure 10.2 Crossclaim Party Screen

- Select the party against whom the Crossclaim is filed.

- Click [Next].

Continue at **Step 11**.

STEP 10.3 If you selected Third-Party Complaint, the **Third Party Complaint** screen will display (see **Figure 10.3**)

Third Party Complaint

Select from the following list the party(s) **against** whom you are filing this Third-Party Complaint.

Select the Party: **OR** **Select a Group:**

Bookay, Hyacinth [Defendant]
Bookay, Hyacinth [Counter Claimant]
Bookay, Hyacinth [Cross Claimant]
Cleese, John [Third Party Defendant]
Fuentes, Daisy [Defendant]
Fuentes, Daisy [Cross Defendant]
North and South Medical Center [Plaintiff]
North and South Medical Center [Counter Defendant]

No Group
 All Defendants
 All Plaintiffs
 All Parties

[Add/Create New Party](#)

Next Clear

Figure 10.3 – Third Party Complaint Screen

Select the name of the third-party defendant(s).

Click [Next].

Proceed with **Step 11**.

STEP 11 The system will display the **Update Jury Demand** screen (see **Figure 11**), for you to change the jury demand value, if appropriate.

Update Jury Demand

Jury Demand n (None) ▼

Next Clear

Figure 11 – Update Jury Demand Screen

If the Jury Demand value is not correct, click on the down arrow next to the field and select the correct value. Otherwise, no action is required.

- Click [**Next**].

STEP 12 The system displays the **Final Text** screen (see **Figure 12**).

Docket Text: Final Text

ANSWER TO COMPLAINT ATTACHED TO [1] Notice of Removal filed by Hyacinth Bookay, Daisy Fuentes., CROSSCLAIM by Defendant Hyacinth Bookay against Defendant. (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 12 – Final Text Screen

This screen displays how your docket entry will appear on the docket sheet.

Once you click the [**Next**] button, this Answer to a Complaint Attached to a Notice of Removal is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 13 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 13**).

[2:05-cv-00105 North and South Medical Center v. Bookay](#)

United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 4/29/2005 at 12:13 PM EDT and filed on 4/29/2005

Case Name: North and South Medical Center v. Bookay
Case Number: [2:05-cv-105](#)
Filer: Hyacinth Bookay
Document Number: [4](#)

Docket Text:
ANSWER TO COMPLAINT ATTACHED TO [1] Notice of Removal filed by Hyacinth Bookay, Daisy Fuentes., CROSSCLAIM by Defendant Bookay against Defendant. (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a

Figure 13 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that the Answer to a Complaint Attached to a Notice of Removal is now an official court document.
- To print a copy of this **NEF**, click the browser **[Print]** icon. It is recommended that you print the NEF or save it as a pdf.
- To save a copy of this **NEF**, click **[File]** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.

- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing a Motion (Motion to Dismiss)

To file a Motion in ECF, select the appropriate event, select the relief (s), enter the case number, select the party filer, reference a document, and accept the final docket text.

[Note: A motion and the memorandum or brief in support are two separate events (documents) in CM/ECF.]

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

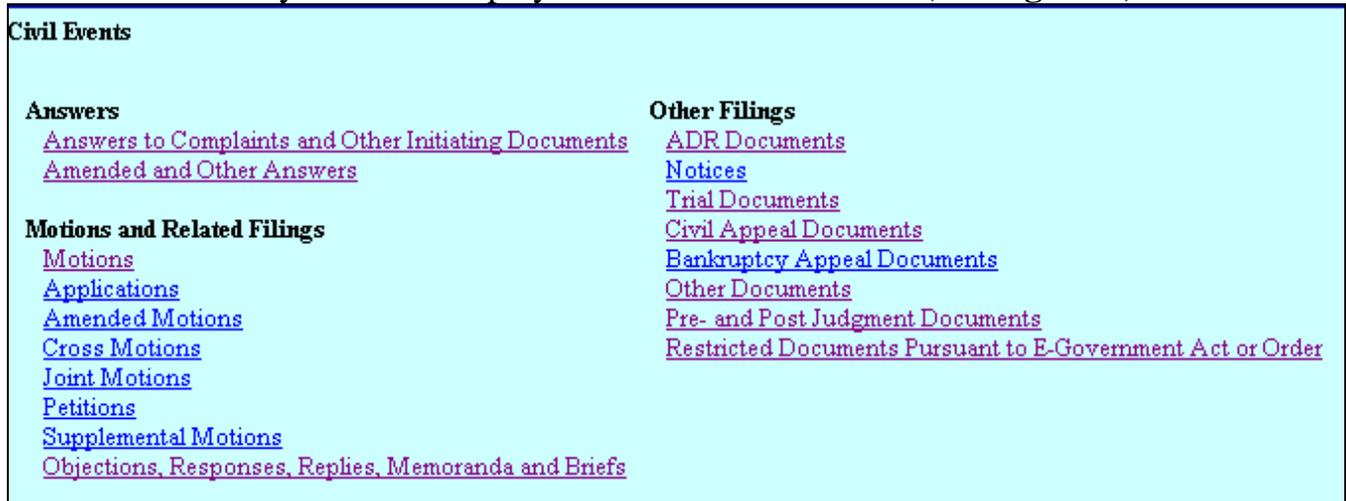


Figure 2 – Civil Events Screen

- Click on Motions under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Motions Relief** screen (see **Figure 3**).

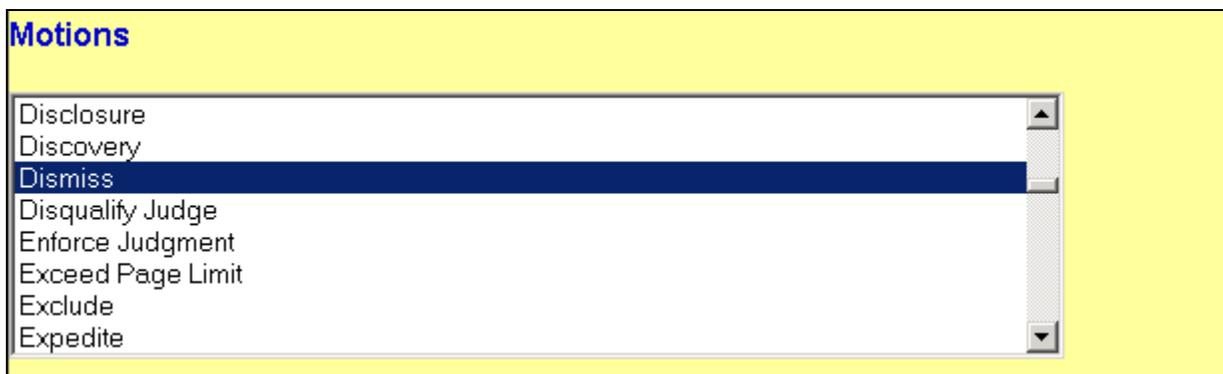


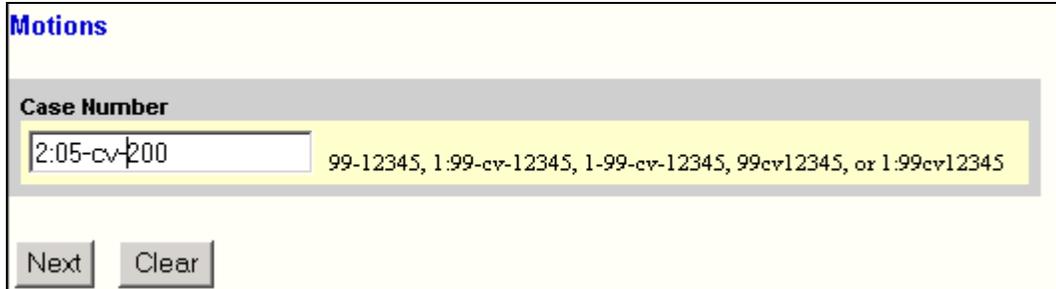
Figure 3 – Motions Relief screen

- Scroll up or down to locate the relief sought by the Motion you are filing. Click to highlight your selection.

Note: In situations where more than one type of relief is being sought by a single document, you can choose more than one relief code by clicking on one type of relief, finding the second (or third, etc.) relief and holding down the Control key (Ctrl) on your keyboard while clicking on the second selection. Both selections should stay highlighted if done correctly.

- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).



Motions

Case Number

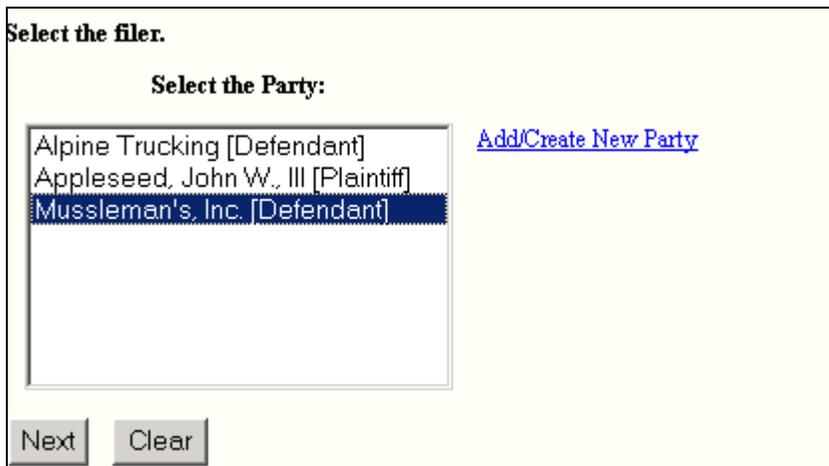
2:05-cv-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99ev12345, or 1:99ev12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number.
- Click **[Next]**.

STEP 5 The system will then display the **Party Selection** screen (see **Figure 5a**).



Select the filer.

Select the Party:

Alpine Trucking [Defendant]
Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

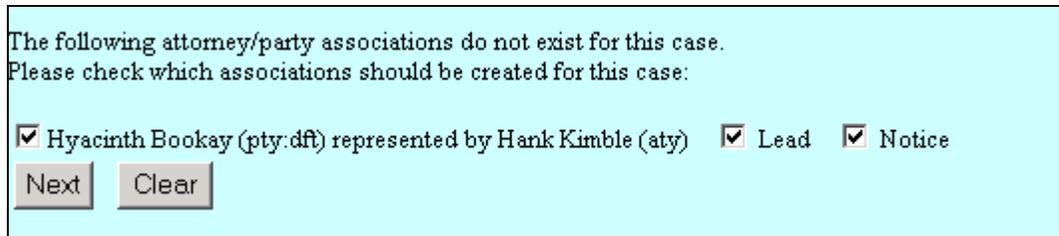
[Add/Create New Party](#)

Next Clear

Figure 5a – Party Selection Screen

- Select the name of the party filing the Motion.
- Click **[Next]**.

If this is your first time appearing as counsel in this case or for this party in this case, the party/attorney association screen will appear (see **Figure 5b**).



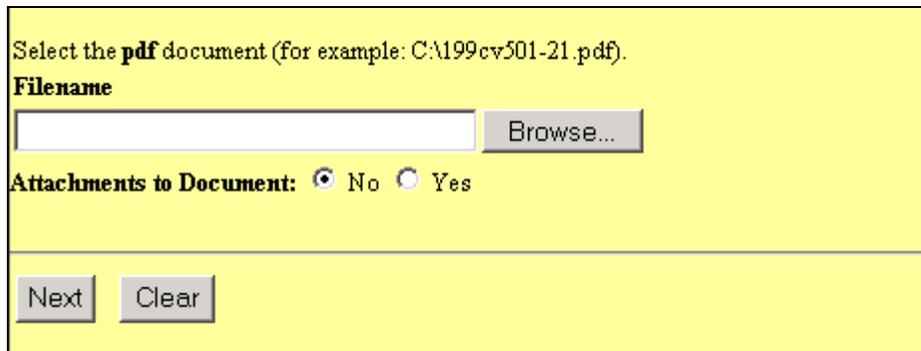
The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Hyacinth Bookay (pty:df) represented by Hank Kimble (aty) Lead Notice

Figure 5b – Party/Attorney Association Screen

- Check all boxes.
- Click [**Next**].

STEP 6 The system will then display the **pdf document** screen (see **Figure 6a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 6a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 6b**).

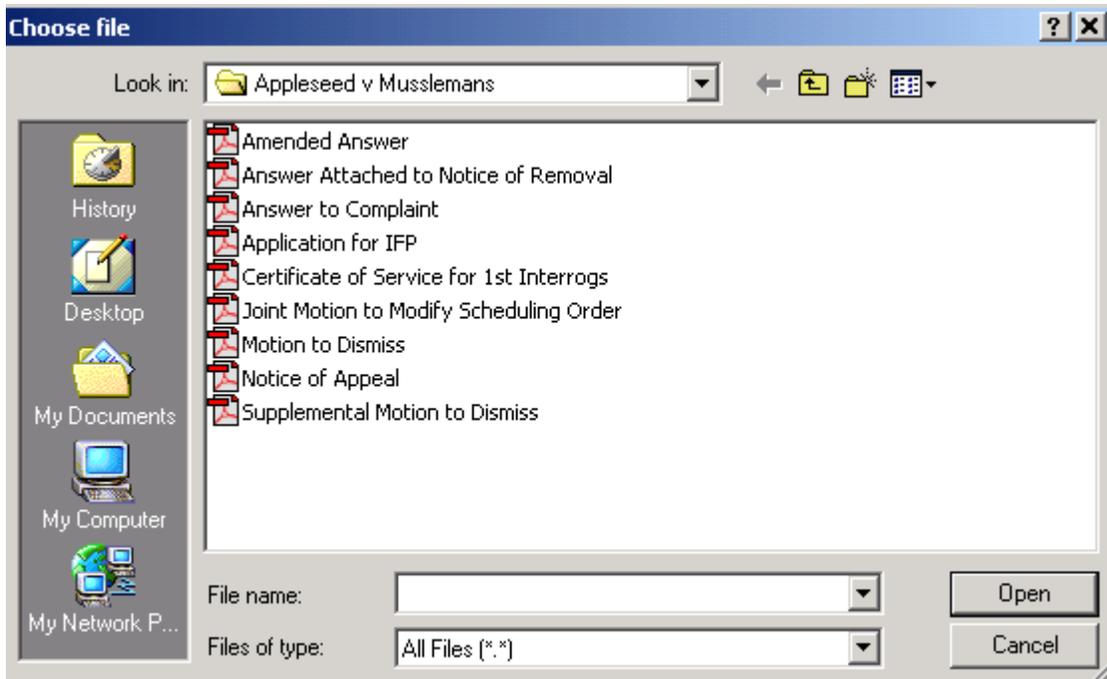


Figure 6b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon, to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 6c**).

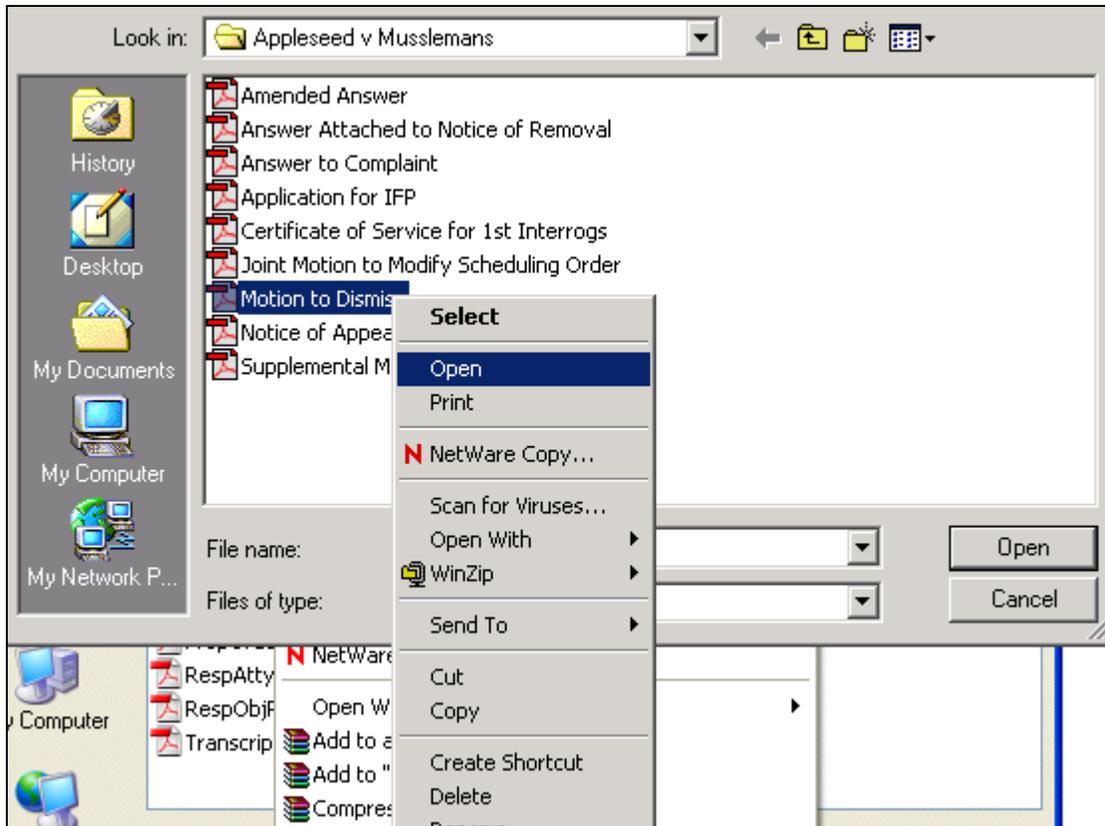


Figure 6c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, minimize the Adobe Acrobat Reader. Click the [**Open**] button on the File Upload screen (see **Figure 6b**) to return to the pdf document screen (see **Figure 6a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, such as exhibits and/or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 7. If there are no attachments, go to Step 9.
- Click [**Next**].

STEP 7 Complete this step **ONLY** if you have attachments to the Motion (see **Figure 7**).

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 7 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 6.
- 2) Select the **Type** and/or type a **Description** of each attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 8 The system will then display the **Refer to Event** screen (see **Figure 8a**).

If the Motion you are filing does not refer to a case document, Click **[Next]** and continue with Step 9.

Refer to existing event(s)?

Filed to

Documents to

Figure 8a– Refer to Event screen

If the Motion refers to an existing case document, check the “refer” box.

[Note: If you know specifically the filing date or the docket number of the document to which your Motion refers, you may enter that information in the fields entitled “filed” or “documents.” This will limit the search to only those papers filed within those parameters. Otherwise, all case documents will be listed on the upcoming screen.]

- Click **[Next]**.

The system will then display the **Select Event** screen (see **Figure 8b**).

Select the appropriate event(s) to which your event relates:

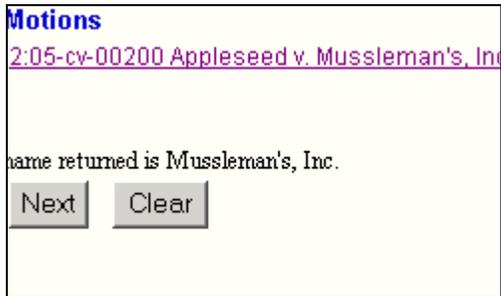
03/14/2005 1 COMPLAINT. Filing Fee \$150.00. Receipt # 0987. (rap)

03/14/2005 2 SUMMONS ISSUED by the Clerk on behalf of Oliver Wendell Doe for Minnesota Public Transportation, re: [1] Complaint, returnable 20 days. (rap)

Figure 8b – Select Event Screen

- Check the box next to the event to which the Motion refers. In this instance, the Motion to Dismiss refers to the Complaint.
- Click **[Next]**.

STEP 9 The system will display the **Party/Case Verification** screen (see **Figure 9**).

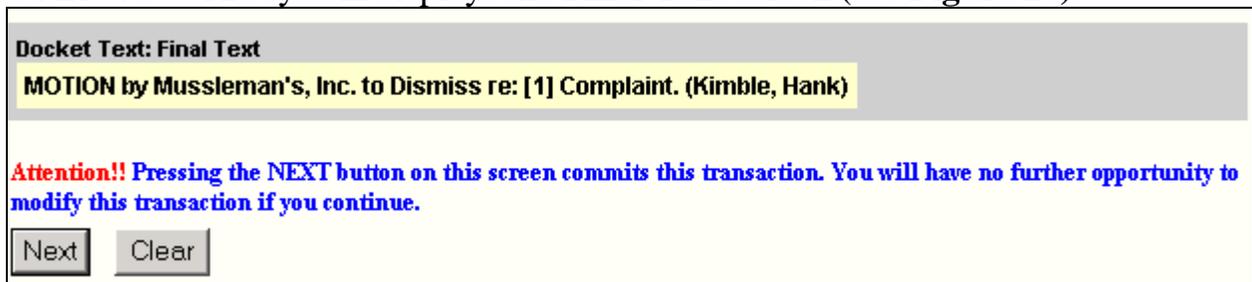


Motions
2:05-cv-00200 Appleseed v. Mussleman's, Inc.
Name returned is Mussleman's, Inc.
Next Clear

Figure 9 – Party/Case Verification Screen

- Verify that the filer name and the case name are correct.
- Click [Next].

STEP 10 The system displays the **Final Text** screen (see **Figure 10**).



Docket Text: Final Text
MOTION by Mussleman's, Inc. to Dismiss re: [1] Complaint. (Kimble, Hank)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Next Clear

Figure 10 – Final Text screen

This displays how your docket entry will appear on the docket sheet. Once you click the [Next] button, this motion is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [Next].

STEP 11 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 11**).

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 4/28/2005 at 3:29 PM EDT and filed on 4/28/2005

Case Name: Appleseed v. Mussleman's, Inc.

Case Number: [2:05-cv-200](#)

Filer: Mussleman's, Inc.

WARNING: CASE CLOSED on 04/27/2005

Document Number: [30](#)

Docket Text:
MOTION by Mussleman's, Inc. to Dismiss re: [1] Complaint. (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=4/28/2005] [FileNumber=1889-0] [2233891ddaa075e2e868959560528cb3a90ccc78741baa026a881b9c489d21492c2624ad1d38ae938854b08944f2154503b1c0d726bfaca5596db0de0425bba0]]

2:05-cv-200 Notice will be electronically mailed to:

2:05-cv-200 Notice will be delivered by other means to:

Figure 11 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that the Motion to Dismiss is now an official court document.
- To print a copy of this **NEF**, click the browser **[Print]** icon. It is recommended that you either print or save the NEF as a pdf.
- To save a copy of this **NEF**, click **[File]** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.

- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Examples of other motions

In the preceding pages, you were guided through the steps to docketing a motion with a Motion to Dismiss used as an example.

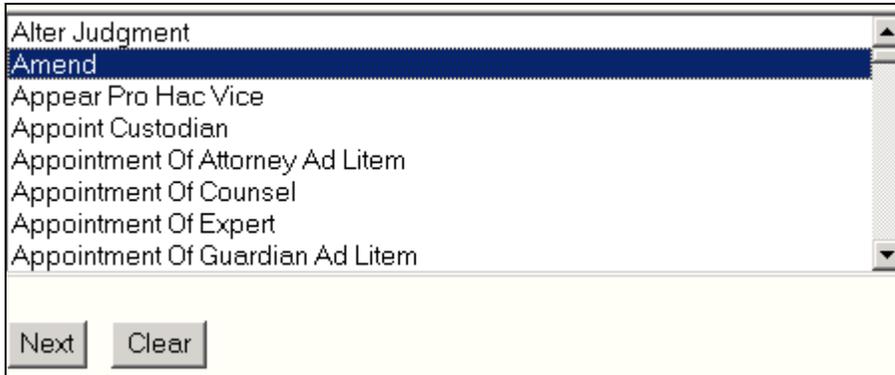
The following pages provide abbreviated examples of how to docket other motions, including some that contain unusual screens not commonly encountered in ECF.

Remember, not all docket screens are shown. Each example begins with Step 3. For more comprehensive information, you will be referred to the main section of the “Filing a Motion” instructions. The motions to follow are listed in alphabetical order:

- Motion to Amend
- Motion to Appear Pro Hac Vice
- Motion for Bond
- Motion to Compel
- Motion to Consolidate Cases
- Motion to Exceed Page Limit
- Motion in Limine
- Motion to Substitute Attorney
- Motion for Summary Judgment

MOTION TO AMEND

STEP – 3 The Motions Relief screen (see Figure 3)

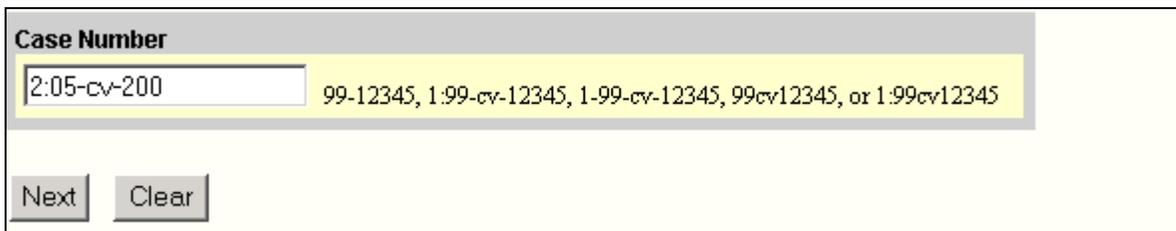


A screenshot of a software interface titled "Motions Relief Screen". It features a list box containing the following options: "Alter Judgment", "Amend", "Appear Pro Hac Vice", "Appoint Custodian", "Appointment Of Attorney Ad Litem", "Appointment Of Counsel", "Appointment Of Expert", and "Appointment Of Guardian Ad Litem". The "Amend" option is highlighted in blue. Below the list box are two buttons: "Next" and "Clear".

Figure 3 – Motions Relief Screen

- Select “Amend.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



A screenshot of a software interface titled "Case Number Screen". It features a text input field containing "2:05-cv-200". To the right of the input field is a list of acceptable case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field and list are two buttons: "Next" and "Clear".

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).

2:05-cv-00200 Appleseed v. Mussleman's, Inc.

Select the filer.

Select the Party:

Appleseed, John W., III [Plaintiff]	Add/Create New Party
Mussleman's, Inc. [Defendant]	

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click [Next].

STEP – 6 The PDF document screen (see Figure 6).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

N:\Motion to Amend.pdf

Attachments to Document: No Yes

Next Clear

Figure 6 – Select the PDF document Screen

- Browse to locate, then select the document.

(For more detailed instructions of if your motion has attachments, refer to [Step 7](#) of “Filing a Motion on page 4.)

- Click [Next].
- **STEP – 7 The Refer Document screen (see Figure 7).**

Select document to be amended.

Refer to existing event(s)?

Filed to

Documents to

Figure 7 –Refer Document Screen

On this screen, you must select the document this motion seeks to amend.

- Put a check in the box marked “Refer to existing event(s)?”
- **NOTE:** You may narrow your search by inputting the filed date or the document number of the document you seek to amend. Otherwise, you may leave the “filed” and “documents” fields blank.
- Click [Next].

STEP – 8 The Select Refer Document screen (see Figure 8).

Select the appropriate event(s) to which your event relates:

03/23/2005 [1](#) COMPLAINT. Filing Fee \$150.00. Receipt # 658. (rap)

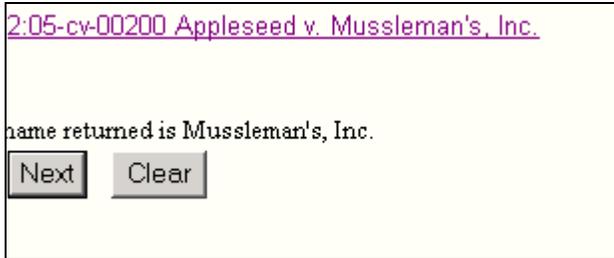
03/23/2005 [2](#) SUMMONS ISSUED by the Clerk on behalf of John W. Appleseed, III for Mussleman's, Inc., re: [1] Complaint, returnable 20 days. (rap)

03/23/2005 [3](#) ANSWER TO COMPLAINT by Mussleman's, Inc.. (Kimble, Hank)

Figure 8 – Select Refer Document Screen

- Place a check in the box next to the document you want to amend.
- Click [Next].

STEP – 9 The Case Number Verification screen (see **Figure 9**).



2:05-cv-00200 Appleseed v. Mussleman's, Inc.

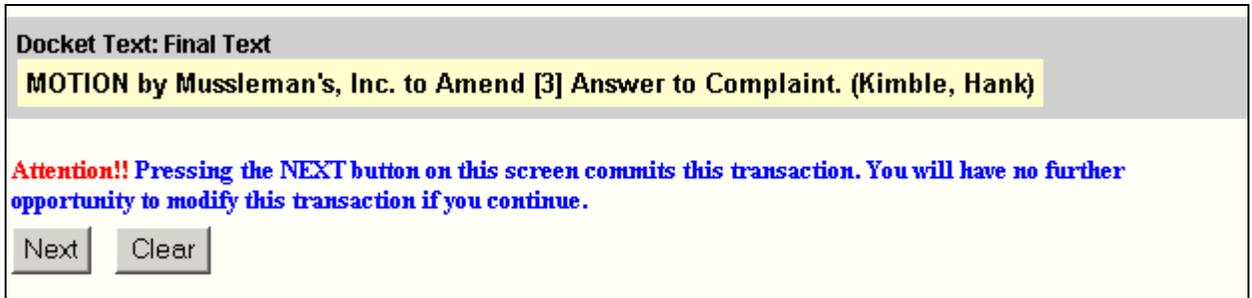
name returned is Mussleman's, Inc.

Next Clear

Figure 9 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click **[Next]**.

STEP – 10 The Final Docket Text screen (see **Figure 10**).



Docket Text: Final Text

MOTION by Mussleman's, Inc. to Amend [3] Answer to Complaint. (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 10 - Final Docket Text Screen

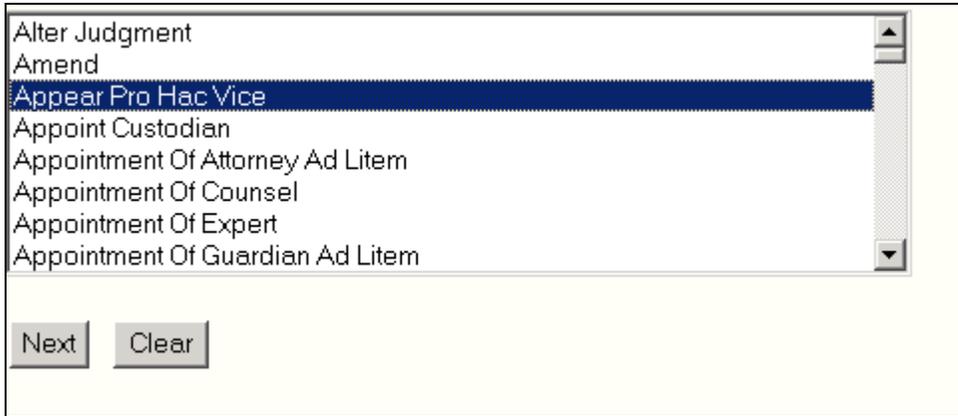
Review the text. If it is incorrect or in any way needs changed, use your Back button to navigate back to make any needed changes. If the text is correct.

- Click **[Next]**.

The system will then display the Notice of Electronic Filing for your Motion to Amend. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION TO APPEAR PRO HAC VICE

STEP – 3 The Motions Relief screen (see Figure 3)

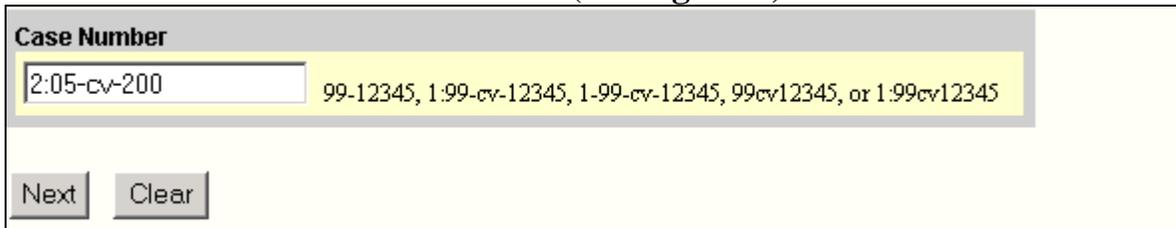


The screenshot shows a window with a list of motion types. The list includes: Alter Judgment, Amend, Appear Pro Hac Vice (highlighted in blue), Appoint Custodian, Appointment Of Attorney Ad Litem, Appointment Of Counsel, Appointment Of Expert, and Appointment Of Guardian Ad Litem. Below the list are two buttons: Next and Clear.

Figure 3 – Motions Relief Screen

- Select “Appear Pro Hac Vice.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



The screenshot shows a window titled 'Case Number'. It contains a text input field with the value '2:05-cv-200'. To the right of the input field, a list of acceptable case number formats is displayed: 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345. Below the input field are two buttons: Next and Clear.

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).

2:05-cv-00200 Appleseed v. Mussleman's, Inc.

Select the filer.

Select the Party:

Appleseed, John W., III [Plaintiff] [Add/Create New Party](#)
Mussleman's, Inc. [Defendant]

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion. In other words, with which party will the *pro hac vice* attorney be associated?
- Click [Next].

STEP – 6 The PDF document screen (see Figure 6).

Select the pdf document (for example: CA199cv501-21.pdf).

Filename
N:\Motion to Appear Pro Hac Vice - Dri Browse...

Attachments to Document: No Yes

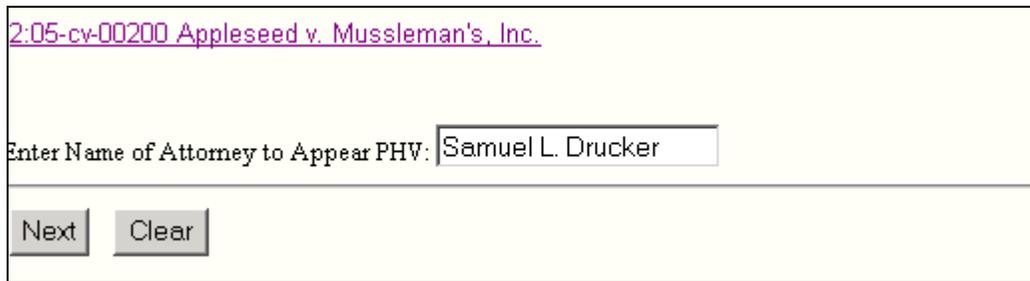
Next Clear

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.

(For more detailed instructions of if your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)

- Click [Next].

STEP – 7 The *Pro Hac Vice* Attorney Name screen (see **Figure 7**).

2:05-cv-00200 Appleseed v. Mussleman's, Inc.

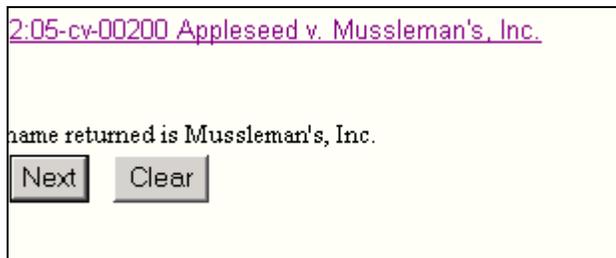
Enter Name of Attorney to Appear PHV: Samuel L. Drucker

Next Clear

Figure 7 – Pro Hac Vice Attorney Name Screen

With the Motion to Appear *Pro Hac Vice*, the system will display this screen, which allows you to enter the name of the attorney who seeks to appear.

- Enter the name just as it will appear in the docket entry.
- Click **[Next]**.

STEP – 8 The Case Number Verification screen (see **Figure 8**).

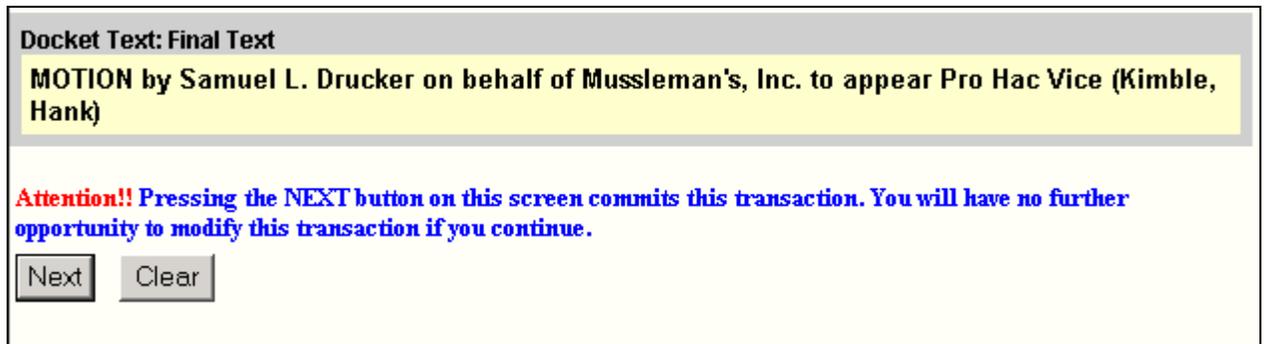
2:05-cv-00200 Appleseed v. Mussleman's, Inc.

name returned is Mussleman's, Inc.

Next Clear

Figure 9 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click **[Next]**.

STEP – 10 The Final Docket Text screen (see **Figure 10**).

Docket Text: Final Text

MOTION by Samuel L. Drucker on behalf of Mussleman's, Inc. to appear Pro Hac Vice (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

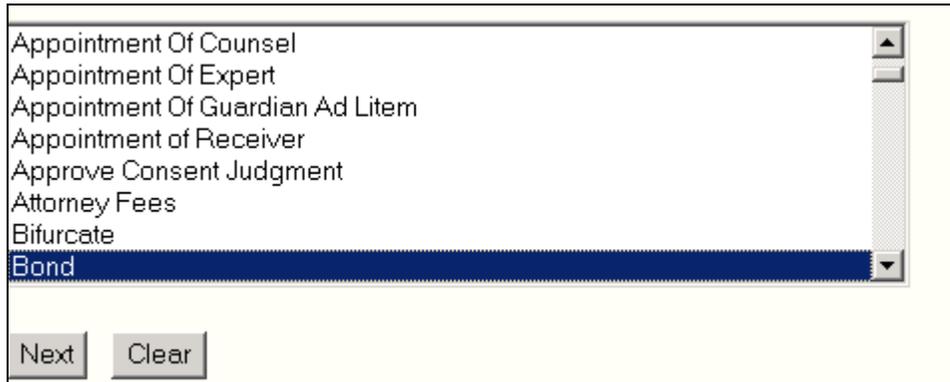
Figure 10 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [Next].

The system will then display the Notice of Electronic Filing for your Motion to Appear Pro Hac Vice. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION FOR BOND

STEP – 3 The Motions Relief screen (see Figure 3)

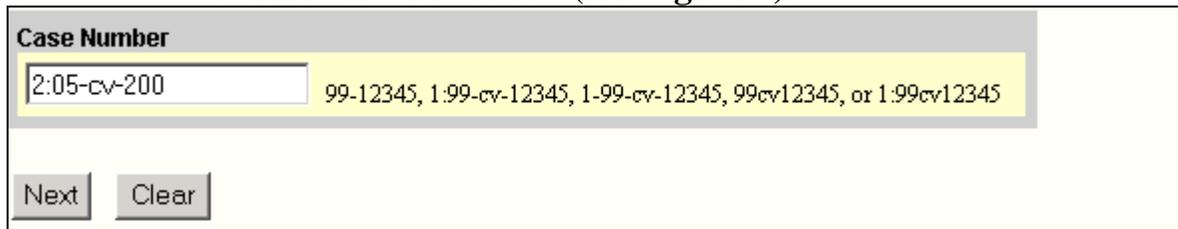


A screenshot of a software interface titled "Motions Relief Screen". It features a list box containing the following items: Appointment Of Counsel, Appointment Of Expert, Appointment Of Guardian Ad Litem, Appointment of Receiver, Approve Consent Judgment, Attorney Fees, Bifurcate, and Bond. The "Bond" item is highlighted in blue. Below the list box are two buttons: "Next" and "Clear".

Figure 3 – Motions Relief Screen

- Select Relief
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



A screenshot of a software interface titled "Case Number Screen". It features a text input field containing "2:05-cv-200". To the right of the input field is a list of alternative case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field and list are two buttons: "Next" and "Clear".

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click [Next].

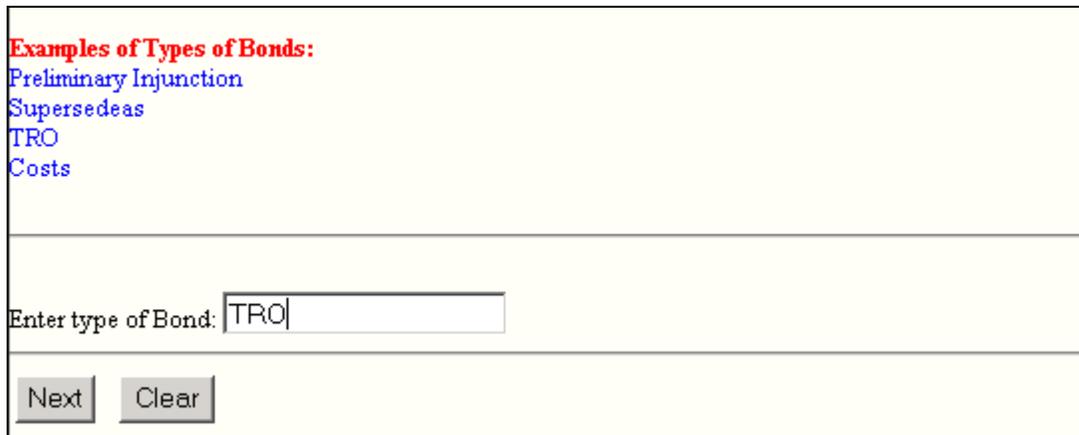
STEP – 6 The PDF document screen (see Figure 6).

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.

(For more detailed instructions of if your motion has attachments, refer to Step 7 of “Filing a Motion on page 4.)

- Click [Next].

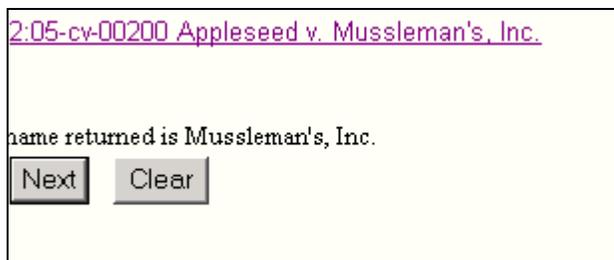
STEP – 7 The Type of Bond screen (see **Figure 7**).

Examples of Types of Bonds:
Preliminary Injunction
Supersedeas
TRO
Costs

Enter type of Bond:

Figure 7 – Type of Bond Screen

- This screen allows you to enter the type (not the amount) of bond your Motion for Bond seeks. Enter the type in the box just as it will appear in the docket entry.
- Click [**Next**].

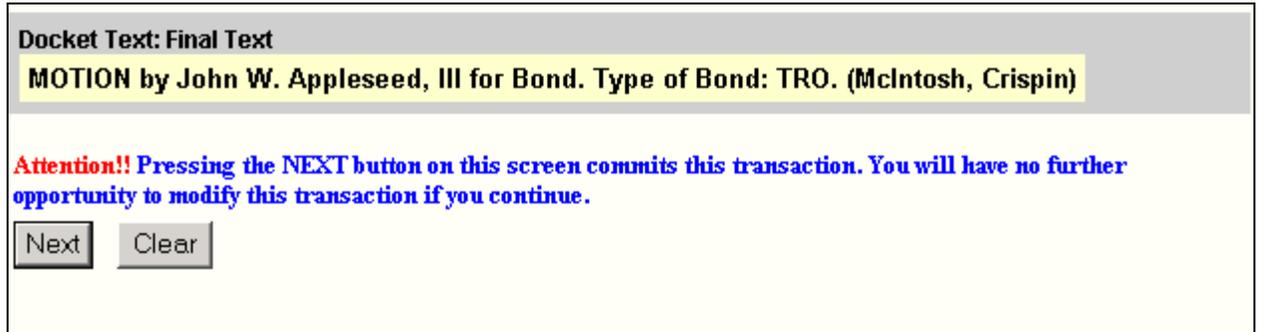
STEP – 9 The Case Number Verification screen (see **Figure 9**).

[2:05-cv-00200 Appleseed v. Mussleman's, Inc.](#)

name returned is Mussleman's, Inc.

Figure 9 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click [**Next**].

STEP – 10 The Final Docket Text screen (see **Figure 10**).

Docket Text: Final Text

MOTION by John W. Appleseed, III for Bond. Type of Bond: TRO. (McIntosh, Crispin)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 10 – Final Docket Text Screen

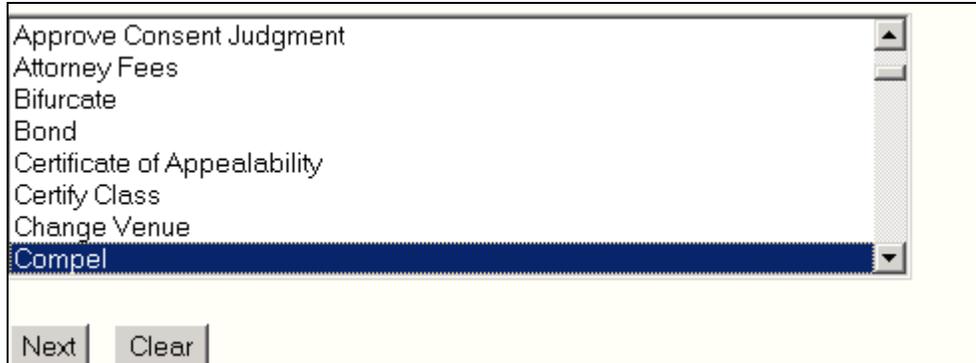
Review the text. If it is incorrect or in any way needs changed, use your Back button to navigate back to make any needed changes. If the text is correct.

- Click [Next].

The system will then display the Notice of Electronic Filing for your Motion to Amend. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION TO COMPEL

STEP – 3 The Motions Relief screen (see Figure 3)

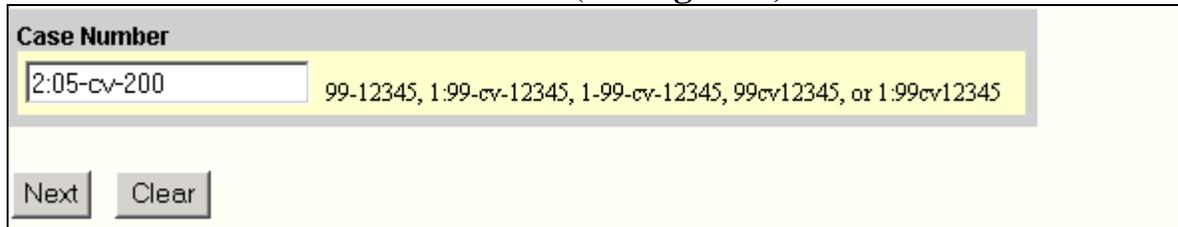


A screenshot of a web application interface for selecting a motion type. It features a vertical list of options: Approve Consent Judgment, Attorney Fees, Bifurcate, Bond, Certificate of Appealability, Certify Class, Change Venue, and Compel. The 'Compel' option is highlighted with a blue background. Below the list are two buttons: 'Next' and 'Clear'.

Figure 3 – Motions Relief Screen

- Select “Compel.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



A screenshot of a web application interface for entering a case number. It features a text input field containing '2:05-cv-200'. To the right of the input field, a list of valid case number formats is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The **Party Selection** screen (see **Figure 5**).

Select the **filer**.

Select the **Party**:

Appleseed, John W. III [Plaintiff] [Add/Create New Party](#)
 Mussleman's, Inc. [Defendant]

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click **[Next]**.

STEP – 6 The **PDF document** screen (see **Figure 6**).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

N:\Motion to Compel.pdf

Attachments to Document: No Yes

Next Clear

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.
- (If your motion has attachments, refer to Step 7 of “Filing a Motion on page 4.)
- Click **[Next]**.

STEP – 7 The Compel Information screen (see **Figure 7**).

NOTICE:
Be sure to enter what, whom, etc. to be compelled:
i.e. plaintiff to answer defendant interrogatories,
to appear at deposition, etc.

Enter Compel Information:

Figure 7 – Compel Information Screen

In this screen you are given the opportunity to insert what your Motion seeks to compel. Examples are given. Be sure to include the “what” and “whom” or “by whom.”

- Enter the information.
- Click [**Next**].

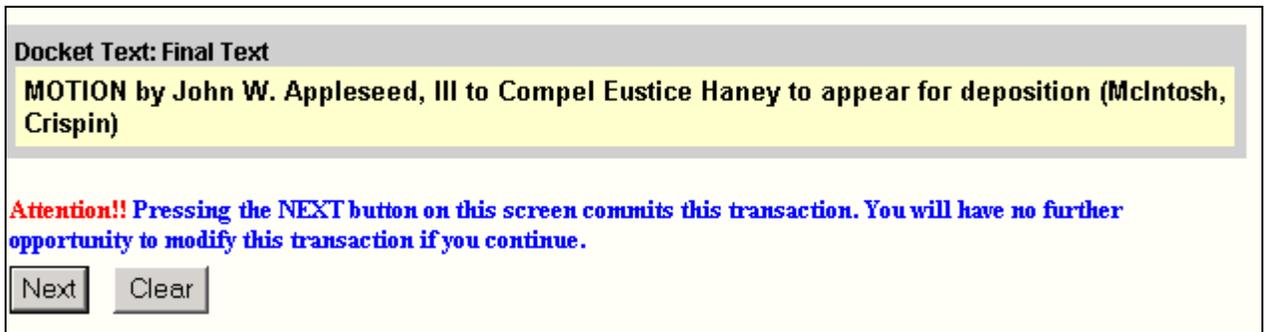
STEP – 8 The Case Number Verification screen (see **Figure 8**).

[2:05-cv-00200 Appleseed v. Mussleman's, Inc.](#)

name returned is Mussleman's, Inc.

Figure 8 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click [**Next**].

STEP – 9 The Final Docket Text screen (see **Figure 9**).

Docket Text: Final Text

MOTION by John W. Appleseed, III to Compel Eustice Haney to appear for deposition (McIntosh, Crispin)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

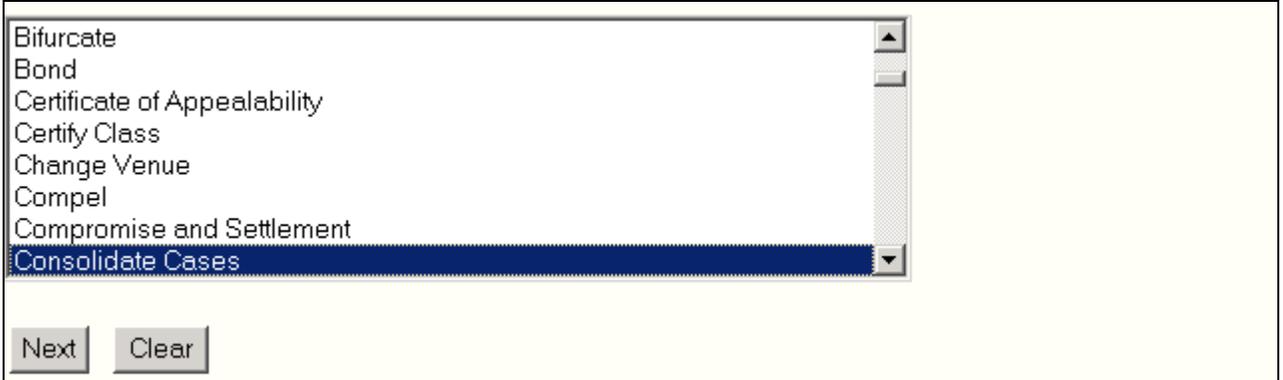
Figure 9 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click **[Next]**.

The system will then display the Notice of Electronic Filing for your Motion to Compel. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION TO CONSOLIDATE CASES

STEP – 3 The Motions Relief screen (see Figure 3)

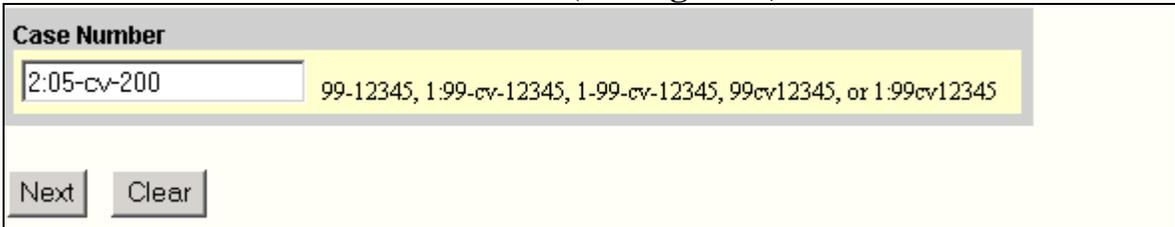


The screenshot shows a web-based interface for selecting a motion type. A dropdown menu is open, listing several options: Bifurcate, Bond, Certificate of Appealability, Certify Class, Change Venue, Compel, Compromise and Settlement, and Consolidate Cases. The 'Consolidate Cases' option is highlighted in blue. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

Figure 3 – Motions Relief Screen

- Select “Consolidate Cases.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



The screenshot shows a web-based interface for entering a case number. A text input field contains the value '2:05-cv-200'. To the right of the input field, a list of acceptable case number formats is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field and list are two buttons: 'Next' and 'Clear'.

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The **Party Selection** screen (see **Figure 5**).

Select the filer.

Select the Party:

Appleseed, John W. III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click **[Next]**.

STEP – 6 The **PDF document** screen (see **Figure 6**).
 No Yes'. At the bottom of the screen are two buttons: 'Next' and 'Clear'."/>

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

N:\Motion to Consolidate Cases.pdf Browse...

Attachments to Document: No Yes

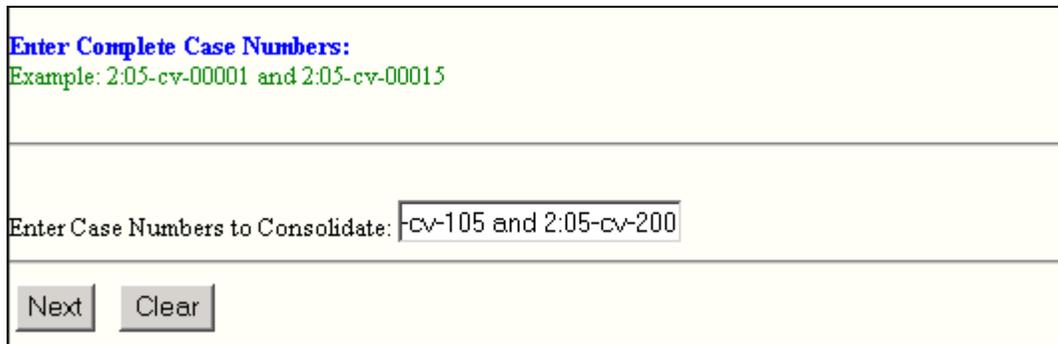
Next Clear

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.

(If your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)

- Click **[Next]**.

STEP – 7 The Numbers to Consolidate screen (see **Figure 7**).

Enter Complete Case Numbers:
Example: 2:05-cv-00001 and 2:05-cv-00015

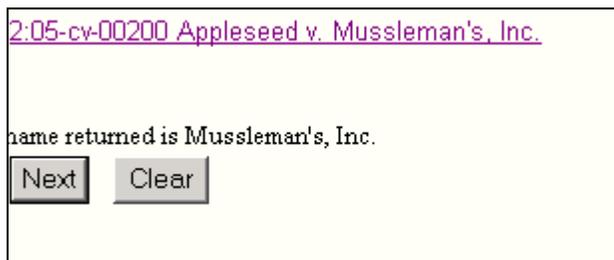
Enter Case Numbers to Consolidate: cv-105 and 2:05-cv-200

Next Clear

Figure 7 – Numbers to Consolidate Screen

This screen allows you to input the numbers of the cases you are moving to consolidate.

- Be sure and type the complete number the word “and,” then the second complete number, as shown in the example.
- Click [Next].

STEP – 9 The Case Number Verification screen (see **Figure 8**).

[2:05-cv-00200 Appleseed v. Mussleman's, Inc.](#)

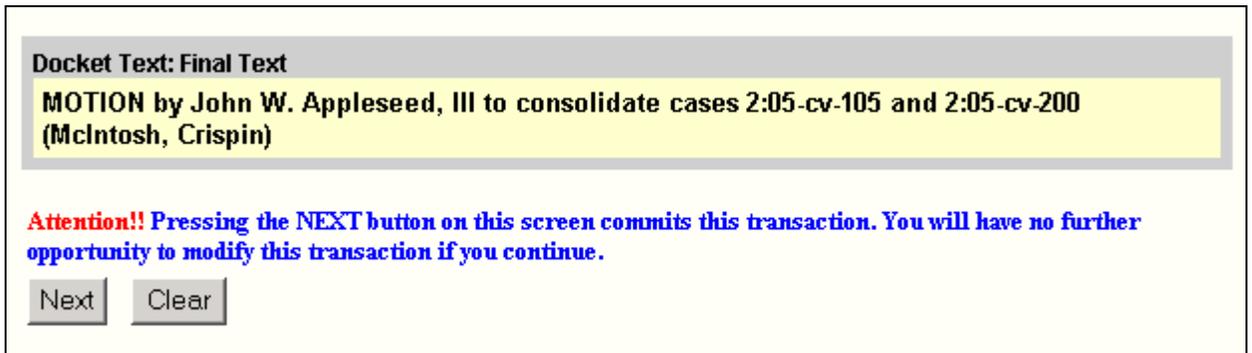
name returned is Mussleman's, Inc.

Next Clear

Figure 8 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click [Next].

STEP – 9 The Final Docket Text screen (see **Figure 9**).



Docket Text: Final Text

MOTION by John W. Appleseed, III to consolidate cases 2:05-cv-105 and 2:05-cv-200
(McIntosh, Crispin)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 10 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [Next].

The system will then display the Notice of Electronic Filing for your Motion to Consolidate. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION TO DISMISS (see “Filing a Motion” on page 1).

MOTION TO EXCEED PAGE LIMIT

STEP – 3 The **Motions Relief** screen (see **Figure 3**).

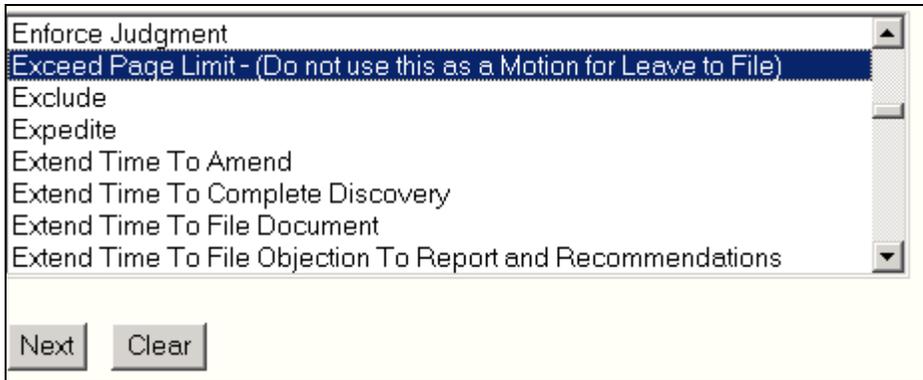


Figure 3 – Motions Relief Screen

- Select “Exceed Page Limit.” Note the warning on the menu.
- Click [Next].

STEP – 4 The **Case Number** screen (see **Figure 4**).

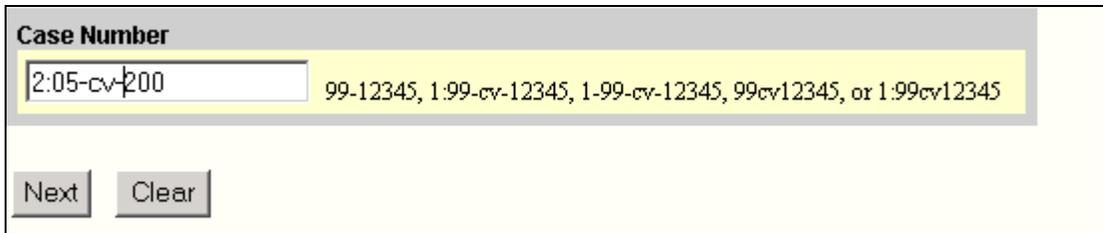
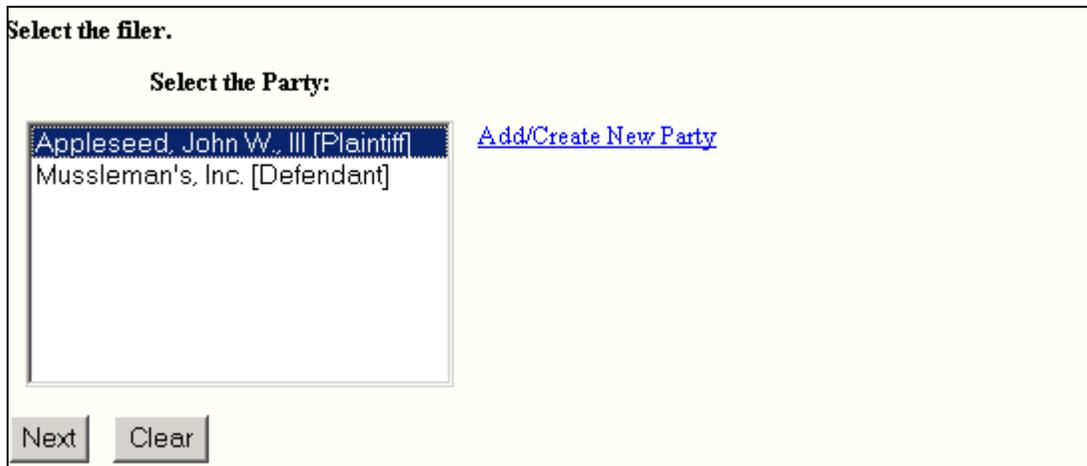
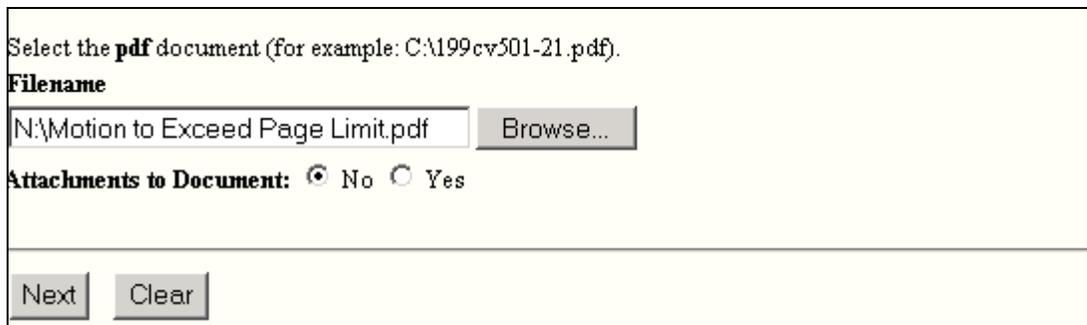


Figure 4 – Case Number Screen

- Enter complete case number as shown.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).**Figure 5 – Party Selection Screen**

- Select Party filing the motion.
- Click [Next].

STEP – 6 The PDF Document Selection screen (see Figure 6).**Figure 6 – PDF Document Selection Screen**

- Browse to locate, and select the document.

(If your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)

- Click [Next].

STEP – 7 The Document Title screen (see Figure 7).
Figure 7 – Document Title Screen

This screen allows you to input the title of the document whose page limit you seek to exceed. If there is an attachment enter “y.” If not, enter “n.”

- Enter the title of the document just as it will appear in the docket entry.
- Click [Next].

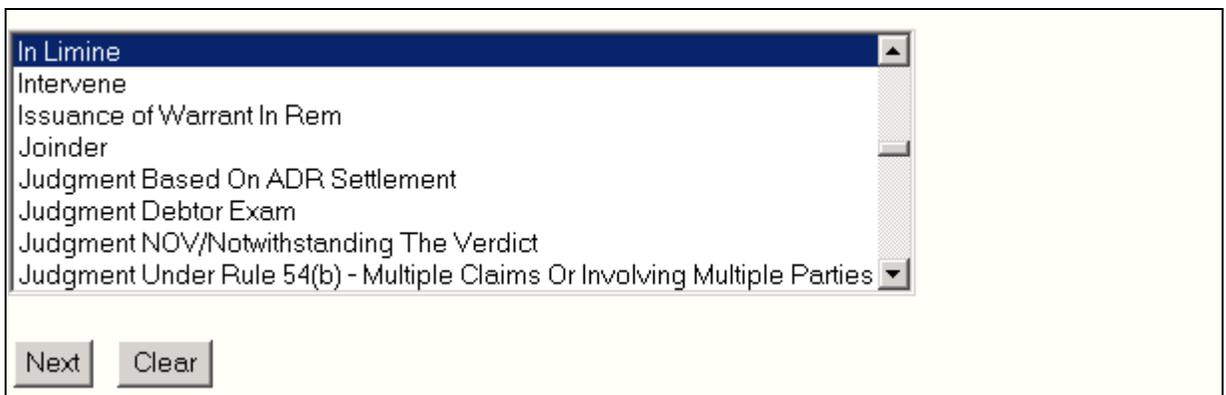
STEP – 8 The Case Number Verification screen (see Figure 8).
Figure 8 – Case Number Verification Screen**STEP – 9 The Final Docket Text screen (see Figure 9).**
Figure 9 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [**Next**].

The system will then display the Notice of Electronic Filing for your Motion to Exceed Page Limit. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION IN LIMINE

STEP – 3 The Motions Relief screen (see Figure 3)



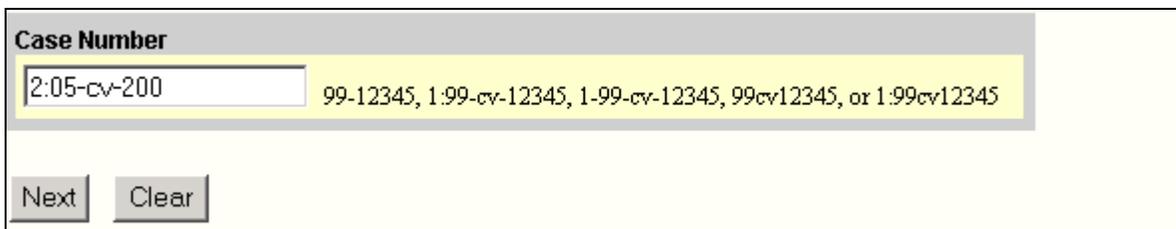
In Limine
Intervene
Issuance of Warrant In Rem
Joinder
Judgment Based On ADR Settlement
Judgment Debtor Exam
Judgment NOV/Notwithstanding The Verdict
Judgment Under Rule 54(b) - Multiple Claims Or Involving Multiple Parties

Next Clear

Figure 3 – Motions Relief Screen

- Select “In Limine.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



Case Number

2:05-cv-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).

Select the filer.

Select the Party:

Appleseed, John W., III [Plaintiff]
 Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click [Next].

STEP – 6 The PDF document screen (see Figure 6).

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

N:\Motion in Limine - Medical Records. Browse...

Attachments to Document: No Yes

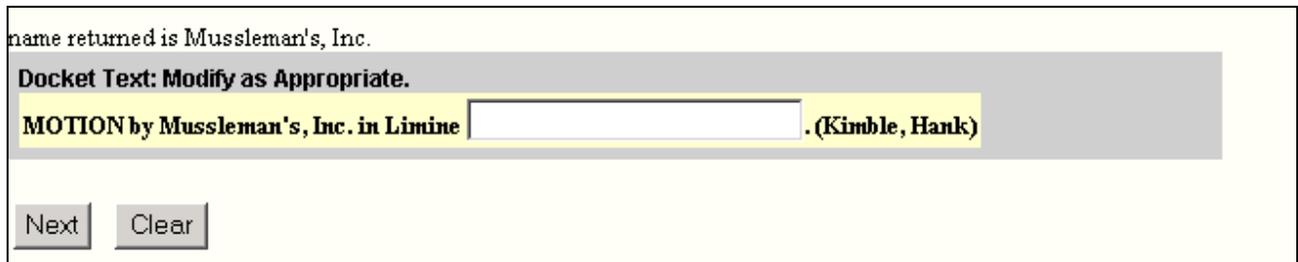
Next Clear

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.

(For more detailed instructions of if your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)

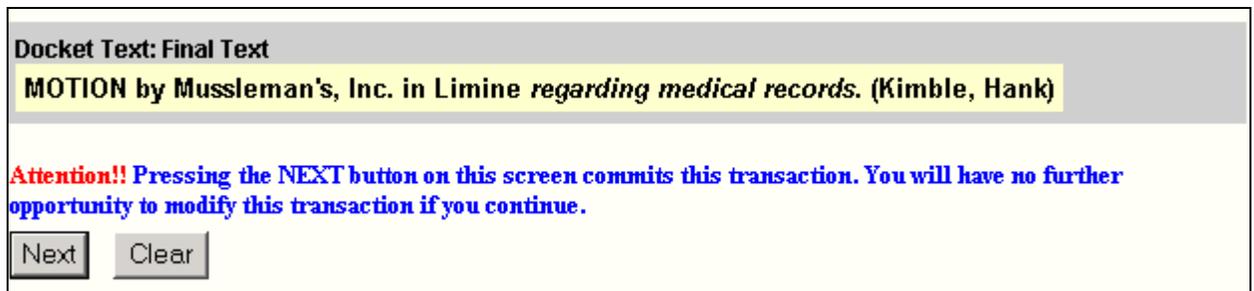
- Click [Next].

STEP – 7 The Docket Text screen (see **Figure 7**).

name returned is Mussleman's, Inc.
Docket Text: Modify as Appropriate.
MOTION by Mussleman's, Inc. in Limine (Kimble, Hank)
Next Clear

Figure 7 – Docket Text Screen

- Specify what the Motion in Limine addresses just as it will read in the docket entry (This is optional).
- Click [Next].

STEP – 8 The Final Docket Text screen (see **Figure 8**).

Docket Text: Final Text
MOTION by Mussleman's, Inc. in Limine *regarding medical records.* (Kimble, Hank)
Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Next Clear

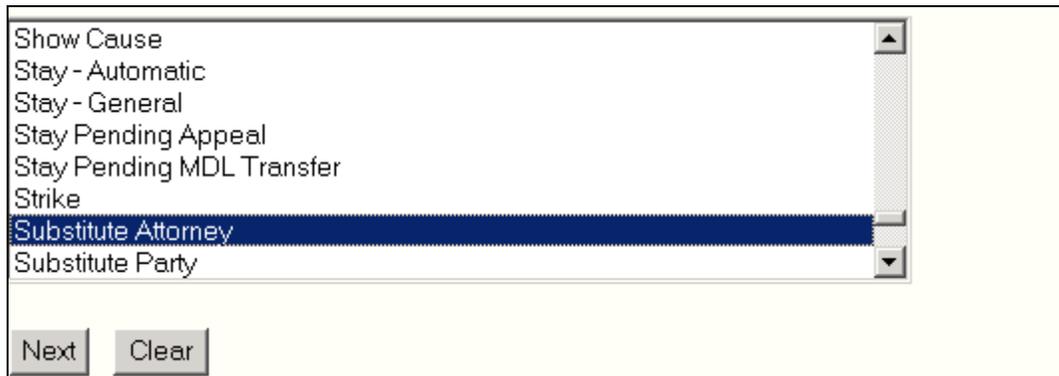
Figure 8 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [Next].

The system will then display the Notice of Electronic Filing for your Motion in Limine. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION TO SUBSTITUTE ATTORNEY

STEP – 3 The **Motions Relief** screen (see **Figure 3**).

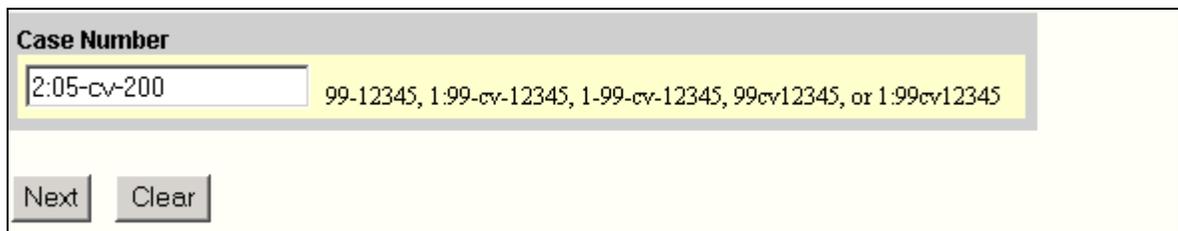


The screenshot shows a software interface for the 'Motions Relief' screen. It features a vertical list of options in a dropdown menu. The options are: 'Show Cause', 'Stay - Automatic', 'Stay - General', 'Stay Pending Appeal', 'Stay Pending MDL Transfer', 'Strike', 'Substitute Attorney', and 'Substitute Party'. The 'Substitute Attorney' option is highlighted with a blue background. Below the dropdown menu, there are two buttons: 'Next' and 'Clear'.

Figure 3 – Motions Relief Screen

- Select “Substitute Attorney.”
- Click [Next].

STEP – 4 The **Case Number** screen (see **Figure 4**).



The screenshot shows the 'Case Number' screen. It has a title bar that says 'Case Number'. Below the title bar is a text input field containing '2:05-cv-200'. To the right of the input field, there is a list of example case numbers: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field and the list, there are two buttons: 'Next' and 'Clear'.

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The **Party Selection** screen (see **Figure 5**).

Select the filer.

Select the Party:

Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 5 – Party Selection Screen

- Select Party filing the motion.
- Click [Next].

STEP – 6 The PDF document screen (see **Figure 6**).

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

N:\Motion to Substitute Attorney.pdf Browse...

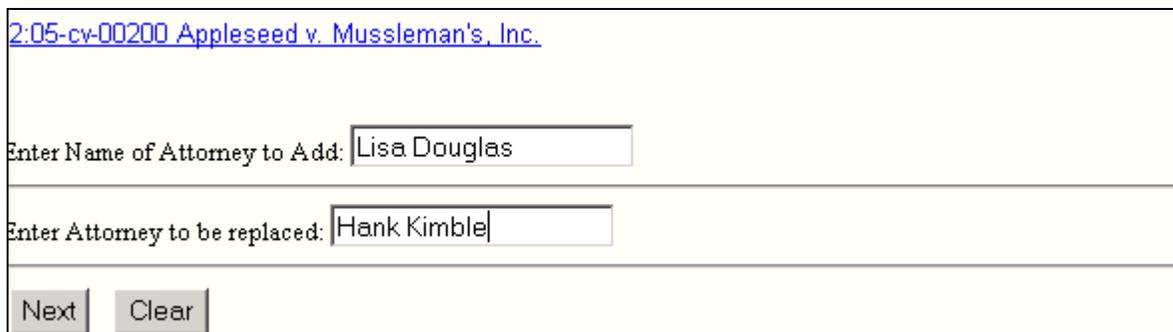
Attachments to Document: No Yes

Next Clear

Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.
- (If your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)
- Click [Next].

STEP – 7 The **Substitute Attorney** screen (see **Figure 7**).



2:05-cv-00200 Appleseed v. Mussleman's, Inc.

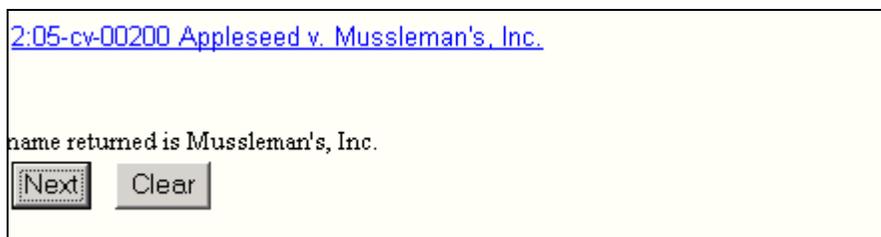
Enter Name of Attorney to Add:

Enter Attorney to be replaced:

Figure 7 – Substitute Attorney Screen

- In the first text, insert the name only (not the firm, address, or other information) of the attorney being substituted just as it will appear in the docket text.
- In the second text box, do the same for the attorney being replaced.
- Click [Next].

STEP – 8 The Substitute Attorney screen (see Figure 8).

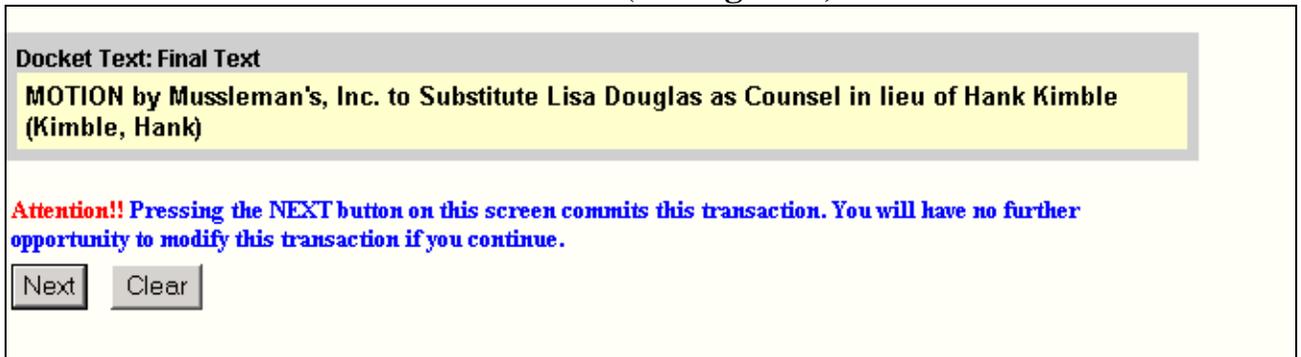


2:05-cv-00200 Appleseed v. Mussleman's, Inc.

name returned is Mussleman's, Inc.

Figure 8 – Case Number Verification Screen

- Verify this is the correct case number and name.
- Click [Next].

STEP – 8 The Final Docket Text screen (see **Figure 8**).

Docket Text: Final Text

MOTION by Mussleman's, Inc. to Substitute Lisa Douglas as Counsel in lieu of Hank Kimble (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

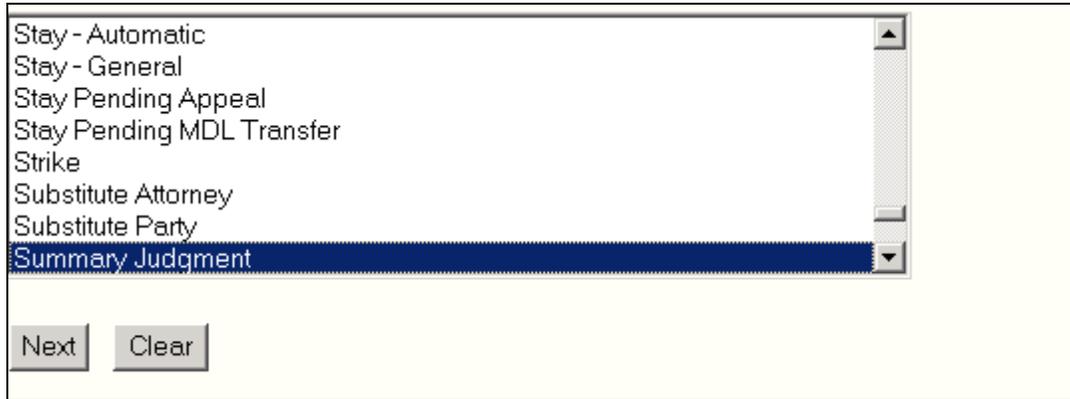
Figure 8 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [Next].

The system will then display the Notice of Electronic Filing for your Motion to Substitute Attorney. See page 9 of “Filing a Motion” for details regarding the NEF.

MOTION FOR SUMMARY JUDGMENT

STEP – 3 The Motions Relief screen (see Figure 3).

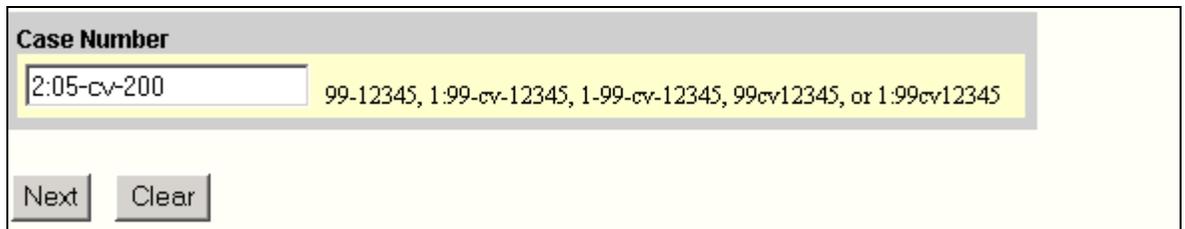


The screenshot shows a web-based interface for selecting a motion type. A vertical list of options is displayed in a scrollable area. The options are: Stay - Automatic, Stay - General, Stay Pending Appeal, Stay Pending MDL Transfer, Strike, Substitute Attorney, Substitute Party, and Summary Judgment. The 'Summary Judgment' option is highlighted with a blue background. Below the list are two buttons: 'Next' and 'Clear'.

Figure 3 – Motions Relief Screen

- Select “Summary Judgment.”
- Click [Next].

STEP – 4 The Case Number screen (see Figure 4).



The screenshot shows a web-based interface for entering a case number. A text input field contains the value '2:05-cv-200'. To the right of the input field, a list of acceptable case number formats is displayed: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 4 – Case Number Screen

- Enter Case Number.
- Click [Next].

STEP – 5 The Party Selection screen (see Figure 5).

2:05-cv-00200 [Appleseed v. Mussleman's, Inc.](#)

Select the filer.

Select the Party:

Appleseed, John W., III [Plaintiff]	Add/Create New Party
Mussleman's, Inc. [Defendant]	

Next Clear

Figure 5 – Party Selection screen

- Select Party filing the motion.
- Click [Next].

STEP – 6 The PDF document screen (see **Figure 6**).

2:05-cv-00200 [Appleseed v. Mussleman's, Inc.](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

N:\Summary Judgment motion..pdf Browse...

Attachments to Document: No Yes

Next Clear

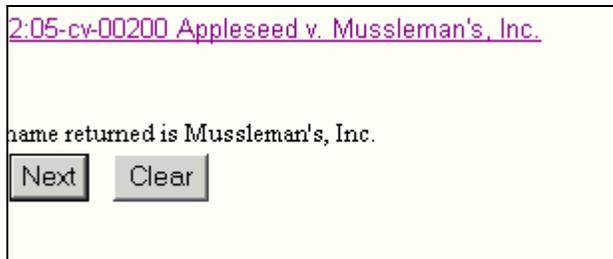
Figure 6 – PDF Document Selection Screen

- Browse to locate, then select the document.

(If your motion has attachments, refer to Step 7 of “Filing a Motion” on page 6.)

- Click [**Next**].

STEP – 7 The Case Number Verification screen (see **Figure 7**).



2:05-cv-00200 Appleseed v. Mussleman's, Inc.

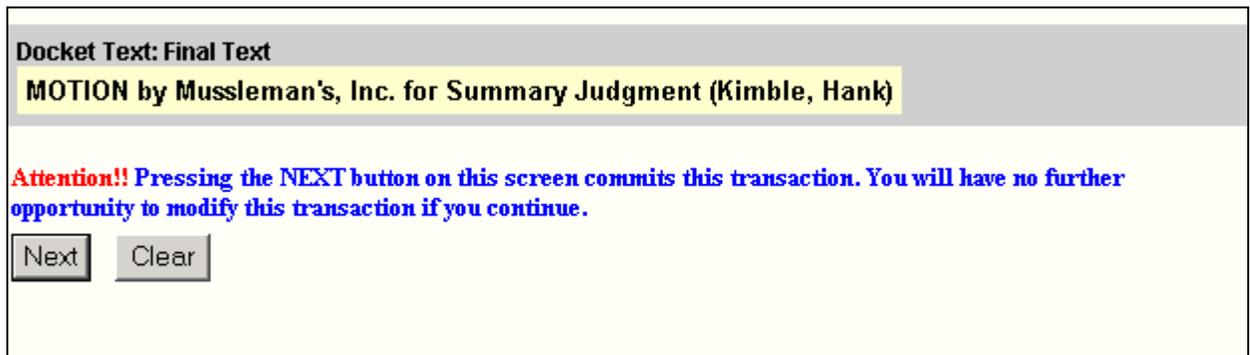
name returned is Mussleman's, Inc.

Next Clear

Figure 7 - Case Number Verification Screen

- Verify this is the correct case number and name.
- Click [**Next**].

STEP – 8 The Final Docket Text screen (see **Figure 8**).



Docket Text: Final Text

MOTION by Mussleman's, Inc. for Summary Judgment (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 8 – Final Docket Text Screen

Review the text. If it is incorrect or needs to be changed, use your Back button to navigate back to make any needed changes. If the text is correct, click [**Next**].

Filing a Supplemental Motion

To file a Supplemental Motion in ECF, select the appropriate event, select the relief (s), enter the case number, select the party filer, reference a case document, and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).



Figure 2 – Civil Events Screen

- Click on **Supplemental Motions** under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Supplemental Motions Relief** screen (see **Figure 3**).

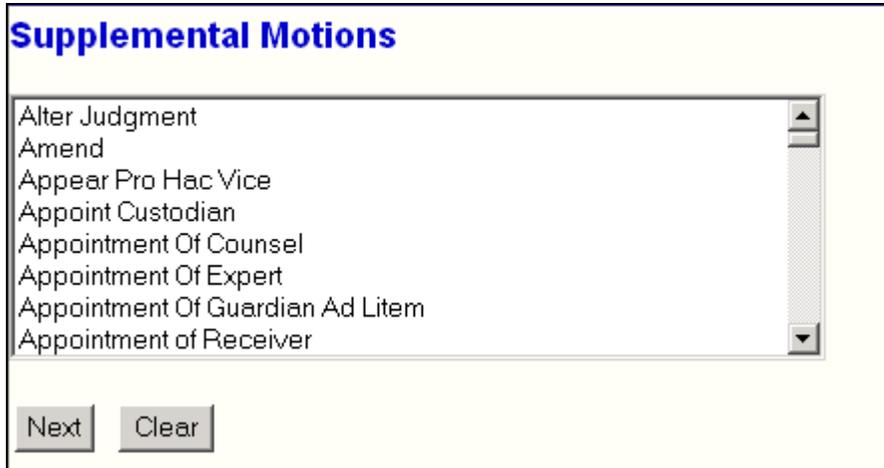


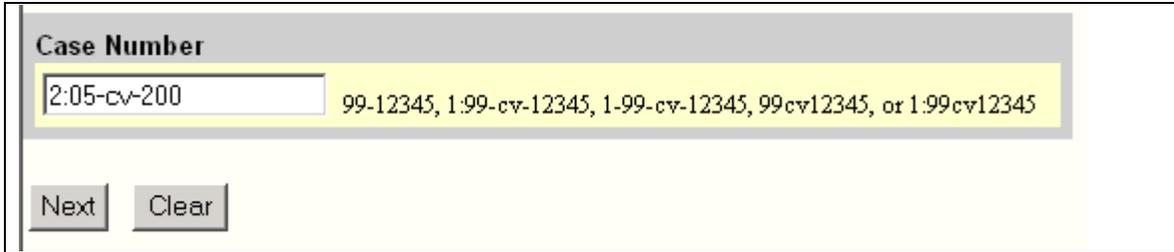
Figure 3 – Supplemental Motions Relief Screen

- Scroll up or down to locate the relief sought by the Supplemental Motion you are filing. Click to highlight your selection.

Note: In situations where more than one type of relief is being sought by a single motion, you can choose more than one relief code by clicking on one type of relief, find the second (or third, etc.) relief and hold down the Control key (Ctrl) on your keyboard while clicking on the second selection. Both selections should stay highlighted if done correctly.

- Click [**N**ext].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).



Case Number

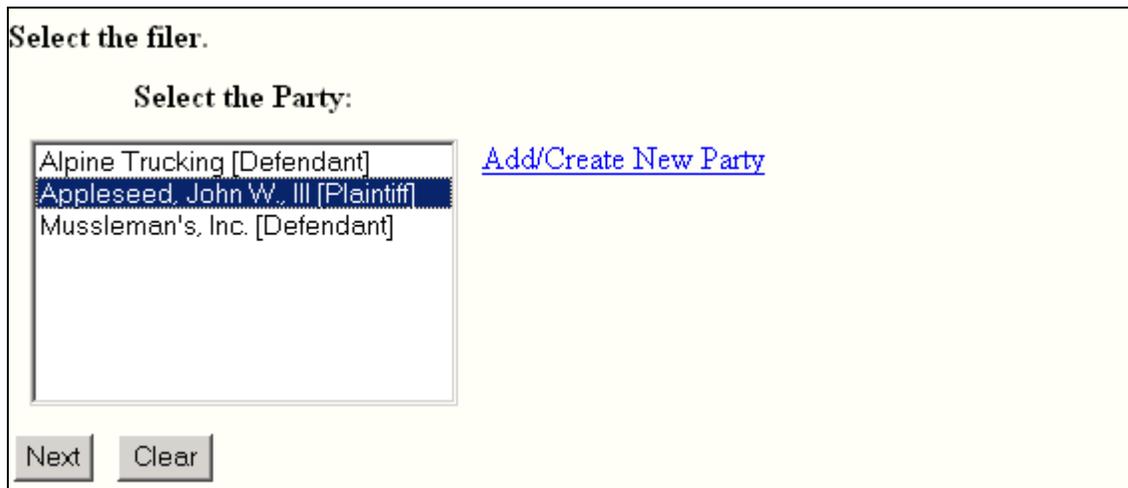
2:05-cv-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number.
- Click [Next].

STEP 5 The system will then display the **Party Selection** screen (see **Figure 5**).



Select the filer.

Select the Party:

Alpine Trucking [Defendant]
Appleseed, John W. III [Plaintiff]
Mussleman's, Inc. [Defendant]

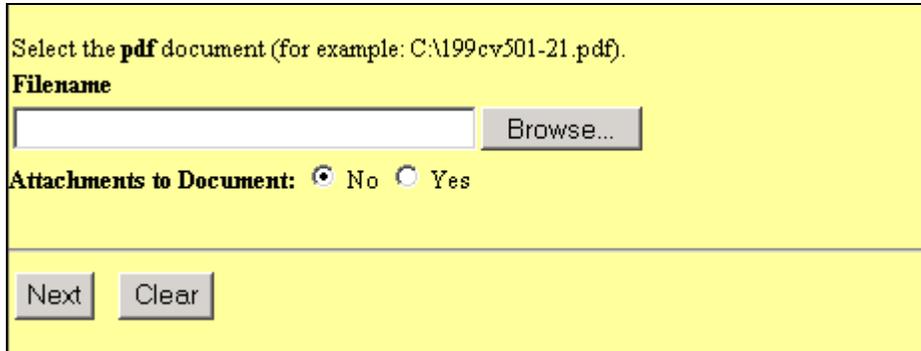
[Add/Create New Party](#)

Next Clear

Figure 5 – Party Selection Screen

- Select the name of the party filing the Supplemental Motion.
- Click [Next].

STEP 6 The system will then display the **pdf document** screen (see **Figure 6a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 6a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 6b**).

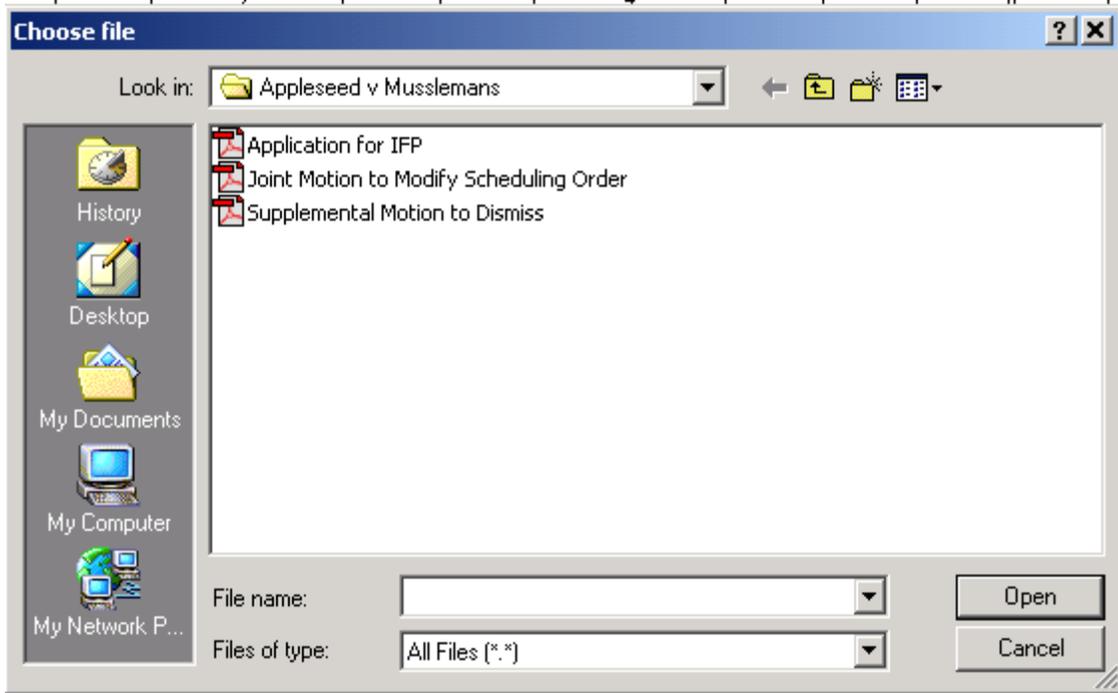


Figure 6b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon  to go up one directory in the directory structure.

- Navigate to the directory where the appropriate pdf file is located, then click on it to select it.
- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 6c**).

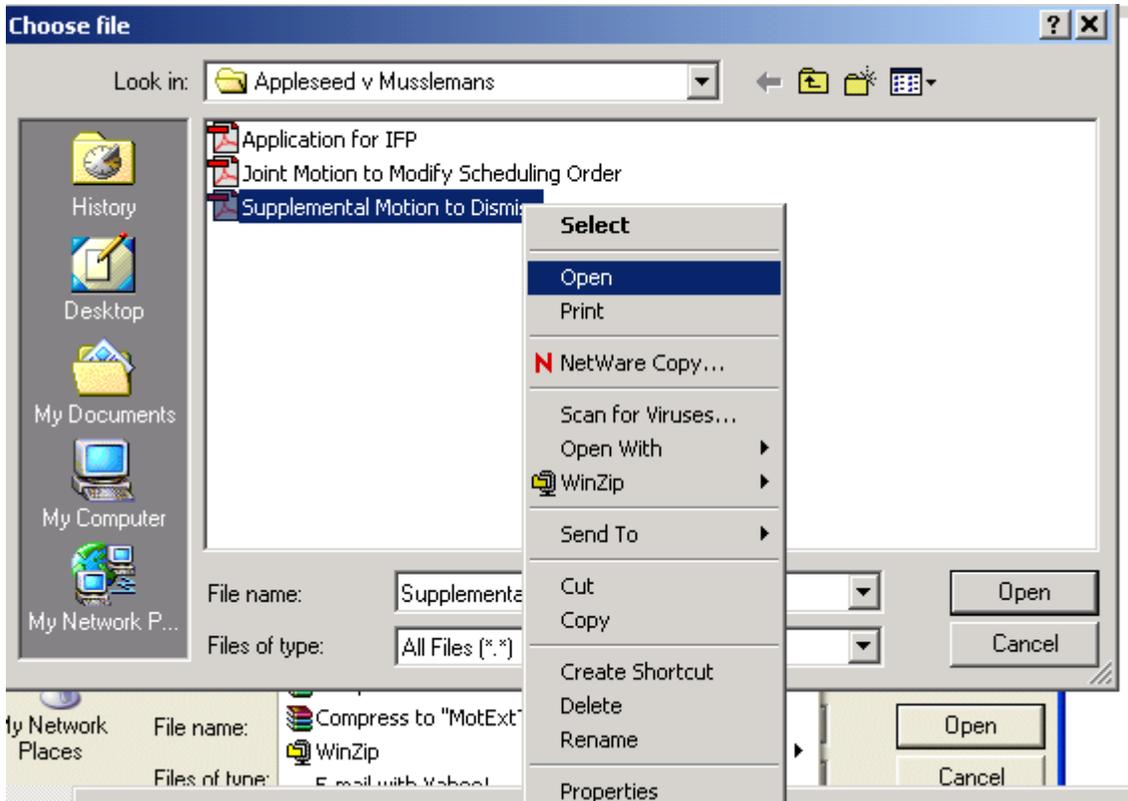


Figure 6c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 6b**) to return to the pdf document screen (see **Figure 6a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, such as exhibits or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 7. If there are no attachments, go to Step 9.
- Click **[Next]**.

STEP 7 Complete this step **ONLY** if you have attachments to the Supplemental Motion (see **Figure 7**).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 7 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 6.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 8 The system will then display the **Refer to Event** screen (see **Figure 8a**).

Figure 8a– Refer to Event Screen

- Check the box.

If you know specifically the filing date or the docket number of the document to which your motion refers, you may enter that information in the fields entitled “filed” or “documents.” This will limit the search to only those papers filed within those parameters. Otherwise, all case documents will be listed on the upcoming screen.

- Click [Next].

The system will then display the **Select Event** screen (see **Figure 8b**).

Figure 8b – Select Event screen

- Check the box next to the event to which the Supplemental Motion refers.

In this instance, the Supplemental Motion refers to the Motion by John W. Appleseed, III to Amend Complaint.

- Click [Next].

STEP 9 The system will display the **Party/Case Number Verification** screen (see **Figure 9**).

Figure 9 – Party/Case Number Verification Screen

- Verify information is correct.
- Click [**Next**].

STEP 10 The system displays the **Final Text** screen (see **Figure 10**).

Figure 10 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you Click the [**Next**] button, this motion is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 11 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 11**).

Notice of Electronic Filing
The following transaction was received from McIntosh, Crispin A. entered on 4/27/2005 at 1:35 PM EDT and filed on 4/27/2005
Case Name: Appleseed v. Mussleman's, Inc.
Case Number: 2:05-cv-200
Filer: John W. Appleseed, III
Document Number: 26
Docket Text: SUPPLEMENTAL MOTION by John W. Appleseed, III to Dismiss re: [6] MOTION by John W. Appleseed, III to [1] Complaint. (McIntosh, Crispin)
The following document(s) are associated with this transaction:
Document description: Main Document
Original filename: n/a
Electronic document Stamp: [STAMP dcecfStamp_ID=1060112543 [Date=4/27/2005] [FileNumber=1877-0] [b62e3b33507fdc069a52da5728f00b039fcb4b629cb20a6c6585d116be396fc87b8762

Figure 11 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies the Supplemental Motion is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon.
- To save a copy of this **NEF**, click [**File**] on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing a Joint Motion

To file a Joint Motion in ECF, select the appropriate event, select the relief (s), enter the case number, select the party filers, and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).



Figure 2 – Civil Events Screen

- Click on **Joint Motions** under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Joint Motions Relief** screen (see **Figure 3**).

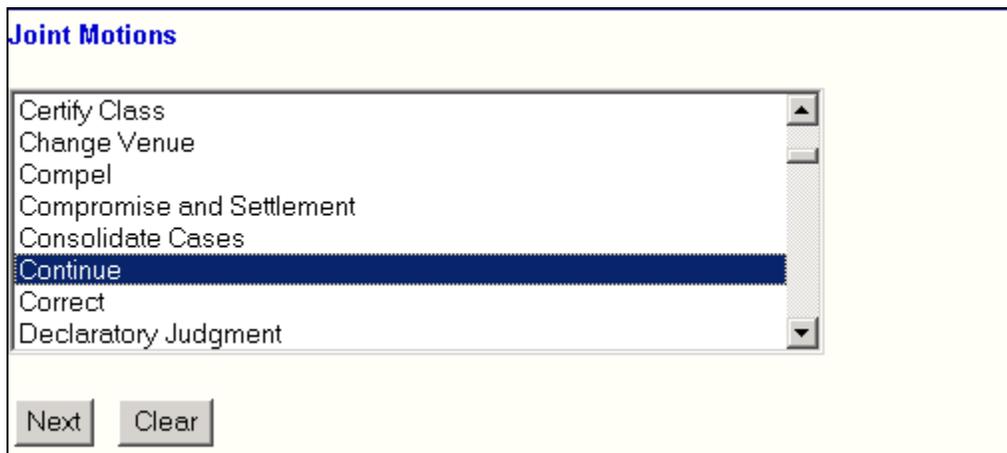


Figure 3 – Joint Motions Relief Screen

- Scroll up or down to locate the relief sought by the Joint Motion you are filing. Click to highlight your selection.

Note: In situations where more than one type of relief is being sought by a single motion, you can choose more than one relief code by clicking on one type of relief, find the second (or third, etc.) relief and hold down the Control key (Ctrl) on your keyboard while clicking on the second selection. Both selections should stay highlighted if done correctly.

- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).

Motions

Case Number

2:05-cv-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number.
- Click [Next].

STEP 5 The system will then display the **Party Selection** screen (see **Figure 5a**)

Select the filer.

Select the Party:

Alpine Trucking [Defendant]
Appleseed, John W., III [Plaintiff]
Mussleman's, Inc. [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 5a – Party Selection Screen

- Select the name of the parties filing the Joint Motion.
Do this by holding down the Control key and clicking on each party name.
If correctly done, both names will be highlighted.
- Click [Next].

If this is your first time appearing as counsel in this case, or if you are filing the Joint Motion on behalf of yourself and the other movant's attorney, the party/attorney association screen will appear (see **Figure 5b**).

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Alpine Trucking (pty:dft) represented by Hank Kimble (aty) Lead Notice

Figure 5b – Party/Attorney Association screen

- If you want to associate yourself with this party for this case, check all boxes.
If you do not, uncheck the “Notice” box by clicking on it.
- Click [**Next**].

Proceed with Steps 6 through 9 as set forth in “Filing a Motion in a Civil Case.”

STEP 10 The system will then display the **Docket Text** screen (see **Figure 10**).

Name returned is Alpine Trucking, Mussleman's, Inc.

Docket Text: Modify as Appropriate.

JOINT MOTION by Alpine Trucking, Mussleman's, Inc. to Continue (Kimble, Hank)

Figure 10 – Docket Text Screen

- This screen allows you to enter what the Joint Motion seeks to continue.
Enter the text as it will appear in the final docket entry.

Click [**Next**].

STEP 11 The system displays the **Final Text** screen (see **Figure 11**).

Docket Text: Final Text

JOINT MOTION by Alpine Trucking, Mussleman's, Inc. to Continue 6/13/05 pretrial conference (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 11 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click the **[Next]** button, this motion is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click the **[Next]** button to display and print the **Notice of Electronic Filing** (refer to Step 11 in “Filing a Motion in a Civil Case” for details).

Filing an Application To Proceed *In Forma Pauperis* (or without prepayment of fees and costs)

To file an Application to Proceed *In Forma Pauperis* (or without prepayment of fees and costs) in ECF, select the appropriate event and relief, enter the case number, select the party filer, and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

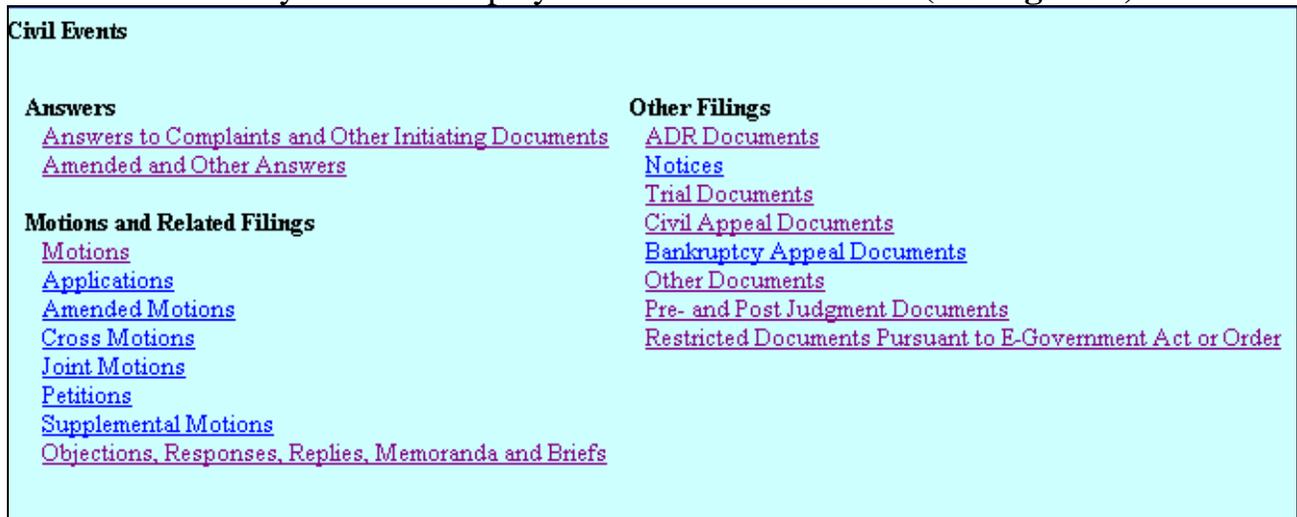
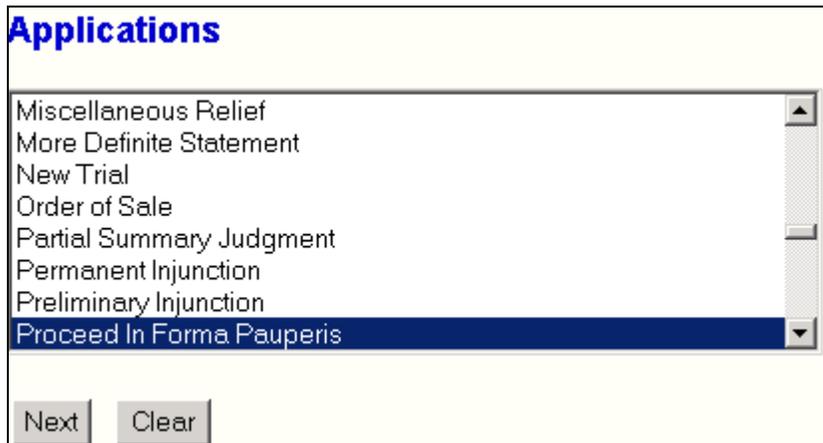


Figure 2 – Civil Events Screen

- Click on Applications under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Relief** screen (see **Figure 3**).

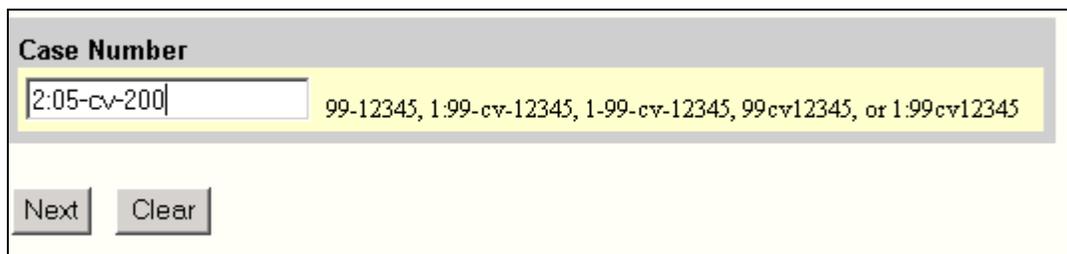


The screenshot shows a window titled "Applications" with a list of relief options. The options are: Miscellaneous Relief, More Definite Statement, New Trial, Order of Sale, Partial Summary Judgment, Permanent Injunction, Preliminary Injunction, and Proceed In Forma Pauperis. The "Proceed In Forma Pauperis" option is highlighted in blue. Below the list are two buttons: "Next" and "Clear".

Figure 3 – Relief Screen

- Select the relief sought.
- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).



The screenshot shows a window titled "Case Number" with a text input field containing "2:05-cv-200". To the right of the input field is a list of example case numbers: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Figure 4 – Case Number Screen

- Enter the case number.

- Click [Next].

STEP 5 The system will then display the **Party Selection** screen (see **Figure 5**).

Figure 5 – Party Selection Screen

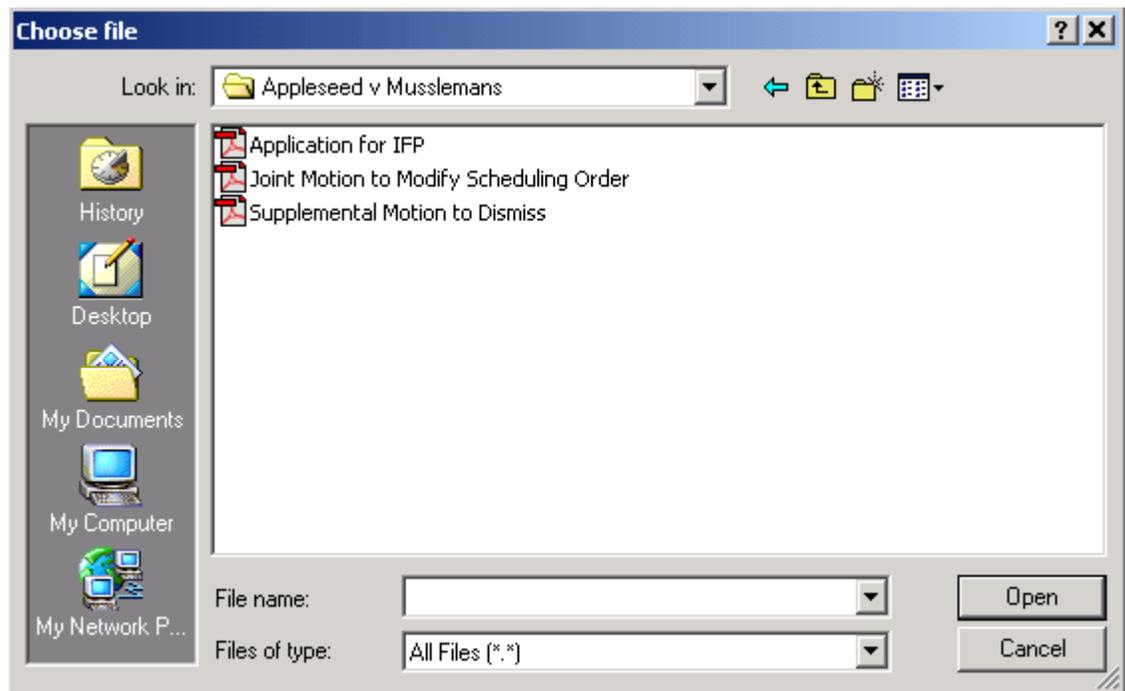
- Select the party filing the Application.
- Click [Next].

STEP 6 The system will then display the **pdf document** screen (see **Figure 6a**).

Figure 6a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 5b**).

**Figure 6b – Choose File Screen**

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon,  to go up one directory in the directory structure.

- Navigate to the directory where the appropriate pdf file is located, then click on it to select it.
- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 6c**).

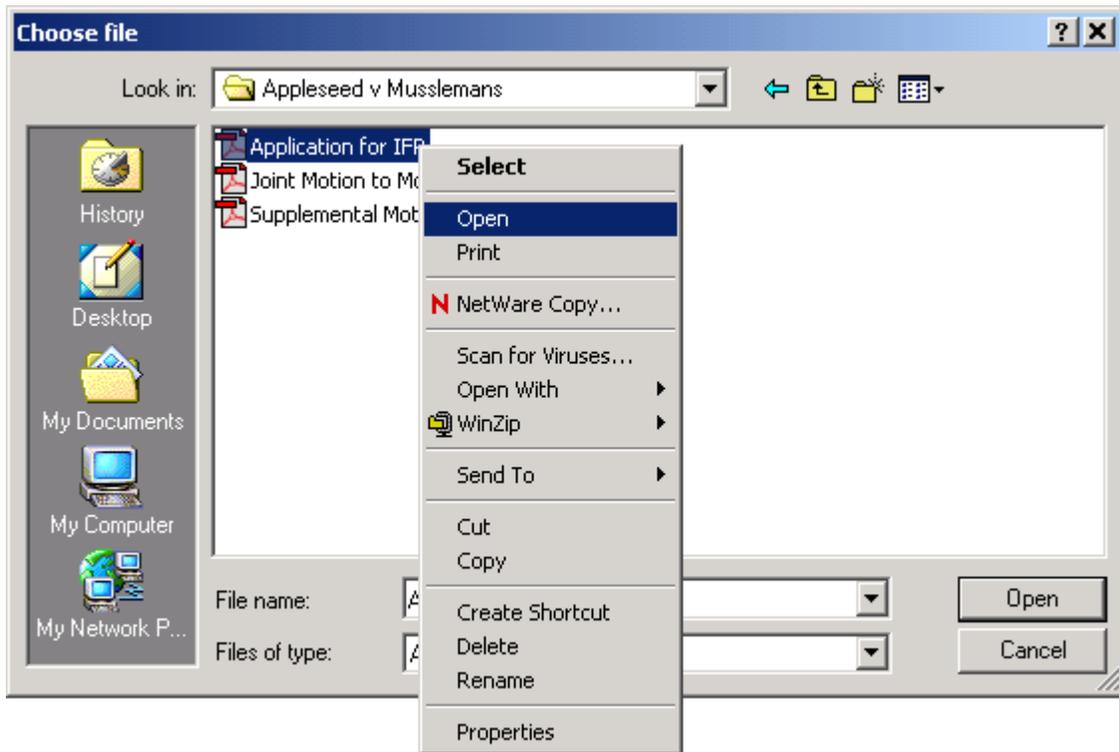


Figure 6c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 6b**) to return to the pdf document screen (see **Figure 5a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.

- If this document has attachments, such as exhibits or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 7. If there are no attachments, go to Step 8.
- Click [**Next**].

STEP 7 Complete this step **ONLY** if you have attachments to the Application (see **Figure 7**).

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 7 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 5.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 8 The system displays the **Party/Case Number Verification** screen (see **Figure 8**).

Figure 8 – Party/Case Number Verification Screen

- Verify Party filer and case number.
- Click [**Next**].

STEP 9 The system displays the **Final Text** screen (see **Figure 9**).

Figure 9 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click the [**Next**] button, this motion is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 9 Finally, the system will display the **Notice of Electronic Filing** screen (see **Figure 12**).

Notice of Electronic Filing

The following transaction was received from Kimble, Hank entered on 4/27/2005 at 9:25 AM EDT and filed on 4/27/2005

Case Name: Appleseed v. Mussleman's, Inc.
Case Number: [2:05-cv-200](#)
Filer: Mussleman's, Inc.
Document Number: [25](#)

Docket Text:
APPLICATION by Mussleman's, Inc. to Proceed in forma pauperis. (Kimble, Hank)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=4/27/2005] [FileNumber=1716-0] [a9b205c9ffc443b514006af834508f7a9e8ba9c1681d3d3cf6a7397d89cb28994db6614ba7a7c077181a102930dfa498fdb33a6219e20a662dbcf685943b09a]]

Figure 9 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that this Application to Proceed in Forma Pauperis is now an official court document.
- To print a copy of this **NEF**, click the browser **[Print]** icon. It is recommended that you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click **[File]** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing an Objection, Response, Reply, Memorandum or Brief

To file an Objection* in ECF, select the event, select the relief, enter the case number, select the filer, reference a case document and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

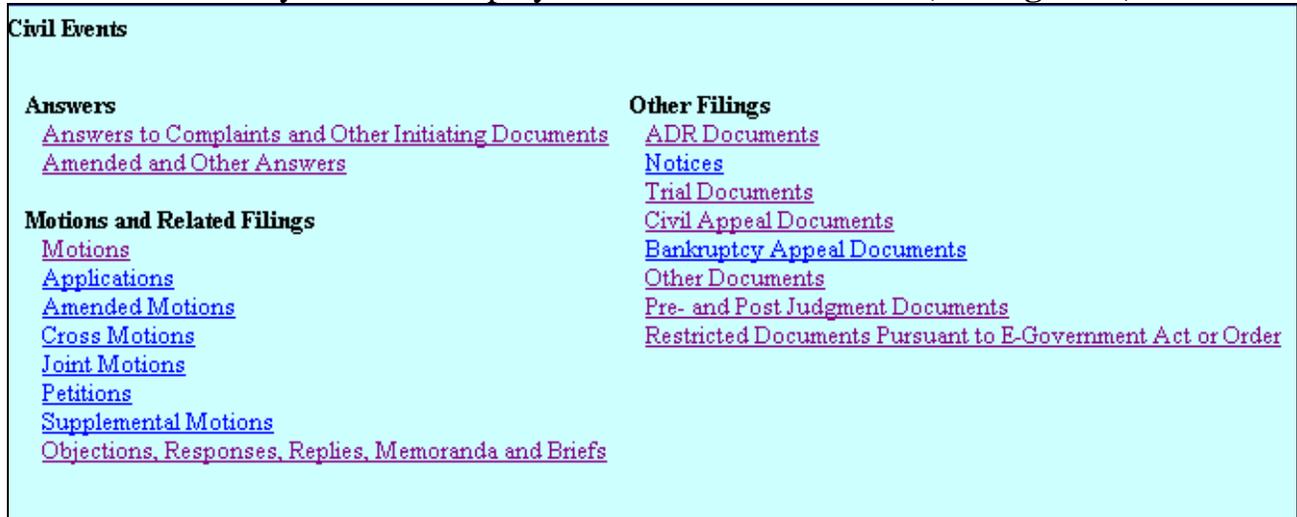


Figure 2 – Civil Events Screen

* Where “Objection” appears, you may substitute “Response,” “Reply,” “Memorandum” or “Brief” for instructional purposes.

- Click on Objections, Responses, Replies, Memoranda and Briefs under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Objections, Responses, Replies, Memoranda and Briefs Relief** screen (see Figure 3).

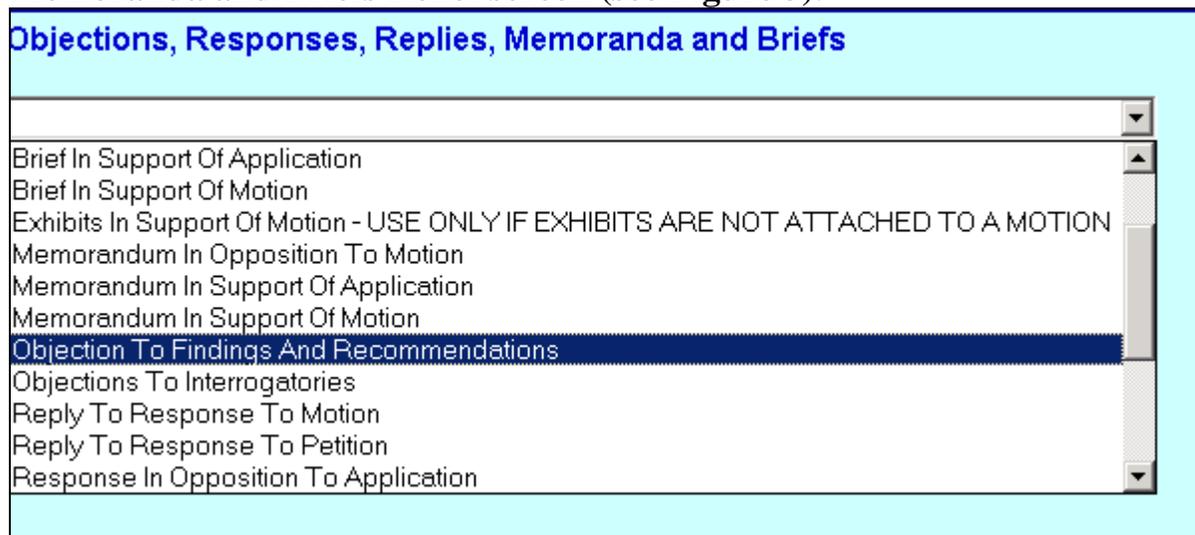
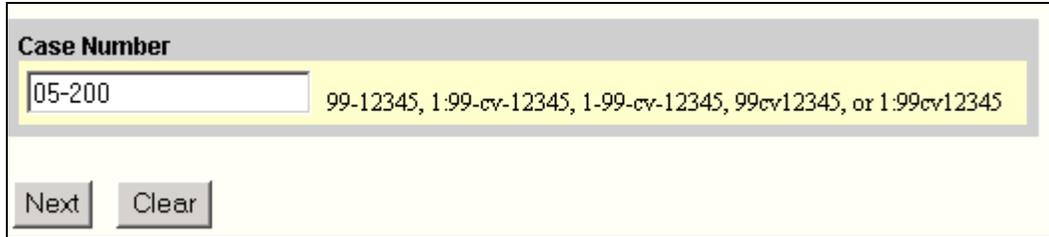


Figure 3 – Objections, Responses, Replies, Memoranda and Briefs Relief Screen

- On this screen you can scroll up or down to locate the relief sought by the Objection you are filing. Click to highlight your selection.
- Click [Next].

STEP 4 The system will then display the **Case Number** screen (see Figure 4).



Case Number

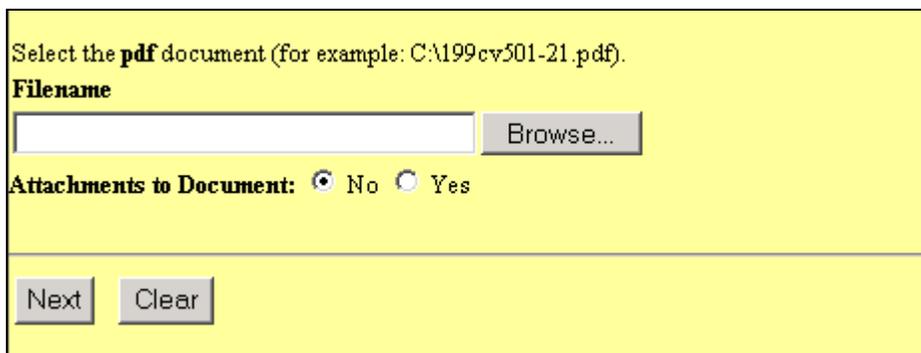
05-200 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 – Case Number Screen

- Enter the case number.
- Click [Next].

STEP 5 The system will then display the **pdf document** screen (see **Figure 5a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 5a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the [**Browse...**] button to find it. If you click the [**Browse...**] button, the system will display a **Choose File** screen (see **Figure 5b**).

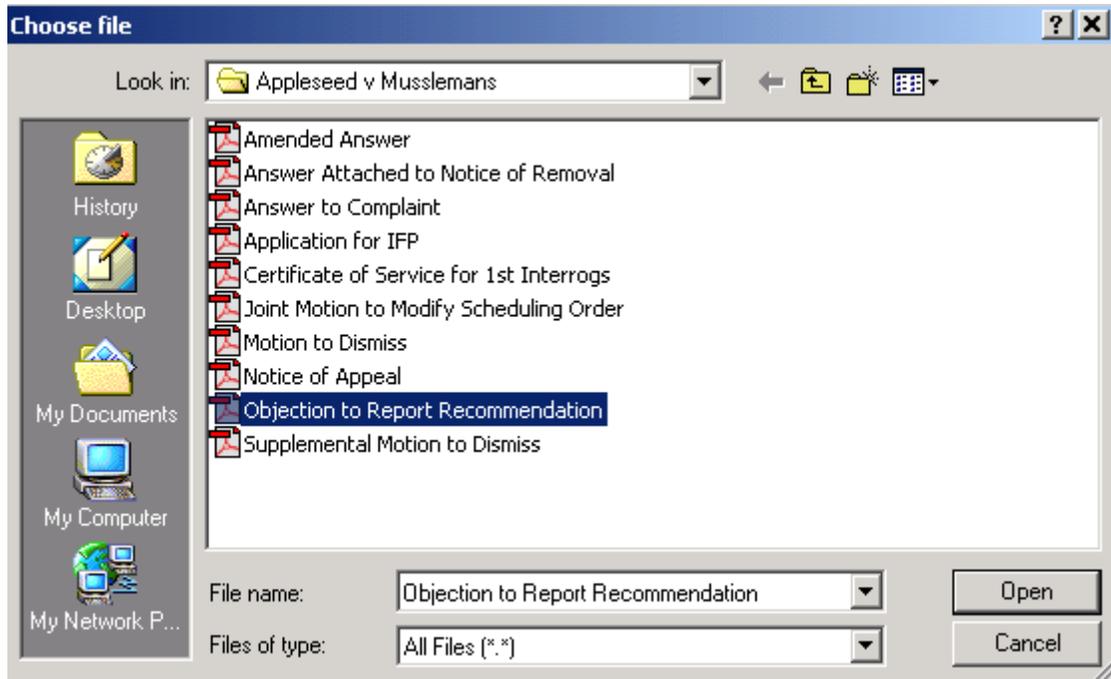


Figure 5b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon, to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 5c**).

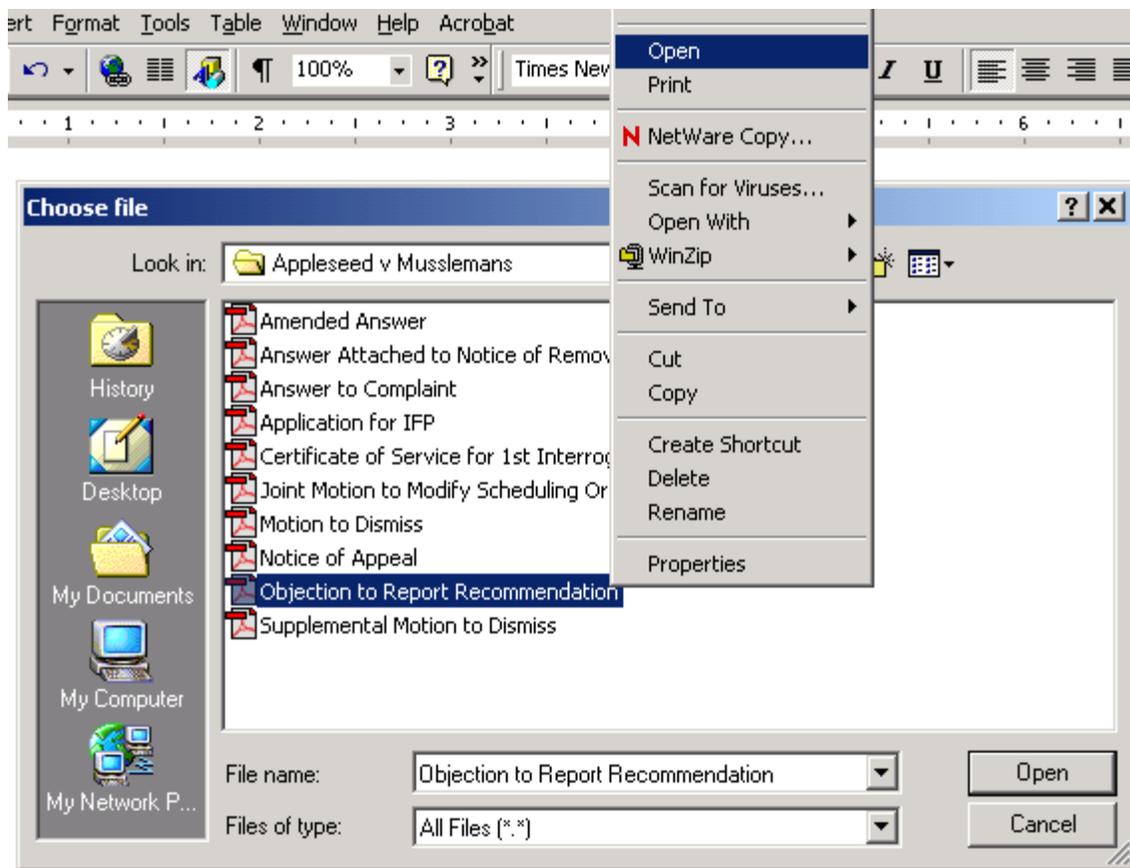


Figure 5c – Right-click Menu

- On this menu, click *Open with Acrobat 6.0*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 5b**) to return to the pdf document screen (see **Figure 5a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, such as exhibits or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 6. If there are no attachments, go to Step 9.

Click [Next].

STEP 6 Complete this step **ONLY** if you have attachments to the Supplemental Motion (see **Figure 6**).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click Next button.

Figure 6 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 5.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 7 The system will then display the Party Selection screen (see **Figure 7**).



Figure 7 – Party Selection Screen

- Select the name of the party filing the Objection.
- Click [Next].

STEP 8 The system will then display the **Refer to Event** screen (see **Figure 8**).

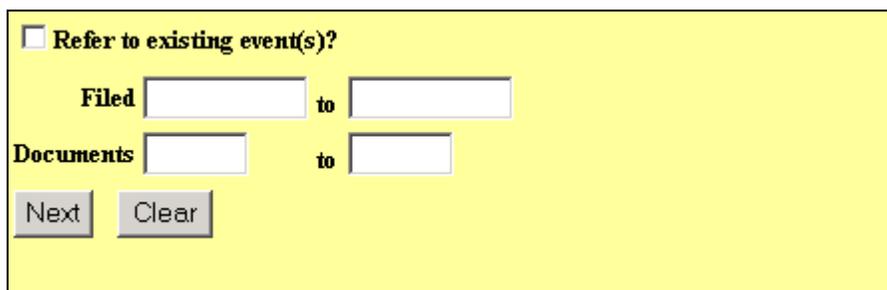


Figure 8– Refer to Event Screen

- Click on the check box beside “refer to existing event(s)?”
- NOTE: If you know specifically the filing date or the docket number of the document to which your motion refers, you may enter that information in the fields entitled “filed” or “documents.” This will

limit the search to only those papers filed within those parameters. Otherwise, all case documents will be listed on the upcoming screen.

- Click [Next].

STEP 9 The system will then display the **Select Event** screen (see **Figure 9a**).

<input type="checkbox"/>	03/23/2005	1	COMPLAINT. Filing Fee \$150.00. Receipt # 658. (rap)
<input type="checkbox"/>	03/23/2005	2	SUMMONS ISSUED by the Clerk on behalf of John W. Appleseed, III for Mussleman's, Inc., re: [1] Complaint, returnable 20 days. (rap)
<input type="checkbox"/>	03/23/2005	3	ANSWER TO COMPLAINT by Mussleman's, Inc.. (Kimble, Hank)
<input type="checkbox"/>	03/24/2005	4	ANSWER TO COMPLAINT with jury demand by Mussleman's, Inc.. (Kimble, Hank)
<input type="checkbox"/>	03/24/2005	5	AMENDED ANSWER TO by Mussleman's, Inc. re: [3] Answer to Complaint (Kimble, Hank)
<input type="checkbox"/>	04/04/2005	6	MOTION by John W. Appleseed, III to Amend [1] Complaint.. (McIntosh, Crispin)
<input type="checkbox"/>	04/04/2005	7	MOTION by John W. Appleseed, III to Dismiss re: [5] Amended Answer to Complaint. (McIntosh, Crispin)
<input type="checkbox"/>	04/05/2005	8	REPORT AND RECOMMENDATIONS re [7] MOTION by John W. Appleseed, III to Dismiss re: [5] Amended Answer to Complaint. Objections to R&R due by 4/18/2005. Signed by Judge R. Clarke VanDervort on 4/5/2005. (cc: attys; any unrepresented party) (rap)
<input type="checkbox"/>	04/05/2005	9	ORDER setting hearing on motion to amend complaint for 3/6/05 at 10 a.m. in Charleston. Signed by Judge David A. Faber on 4/5/2005. (cc: attys; any unrepresented party) (rap)
<input type="checkbox"/>	04/08/2005	10	EXHIBIT LIST FROM JURY TRIAL held March 15 - 18, 2005. (rap)
<input type="checkbox"/>	04/11/2005	11	MOTION by Mussleman's, Inc. to Dismiss re: [1] Complaint (Kimble, Hank)
<input type="checkbox"/>	04/11/2005	12	MOTION by Mussleman's, Inc. for Summary Judgment (Kimble, Hank)
<input type="checkbox"/>	04/11/2005	13	MOTION by Mussleman's, Inc. to Substitute Oliver Douglas as Counsel in lieu of Hank Kimble (Kimble, Hank)
<input type="checkbox"/>	04/14/2005	14	AMENDED COMPLAINT by John W. Appleseed, III against Alpine Trucking. (rap)

Figure 9a – Select Event Screen

- Check the box next to the event to which the Objection refers.
- NOTE: When filing an Objection to Findings and Recommendations, you will receive a screen listing any Findings and Recommendation events (see **Figure 9b**).

<input type="checkbox"/>	05/05/2005	34	FINDINGS AND RECOMMENDATIONS re [30] MOTION by Mussleman's, Inc. to Dismiss re: [1] Complaint. . Signed by Judge R. Clarke VanDervort on 5/5/2005. (cc: attys; any unrepresented party) (rap)
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Figure 9b Refer to Report Recommendation Event Screen

- Click [Next].

STEP 10 The system will display the Case Number Verification screen (see **Figure 10**).



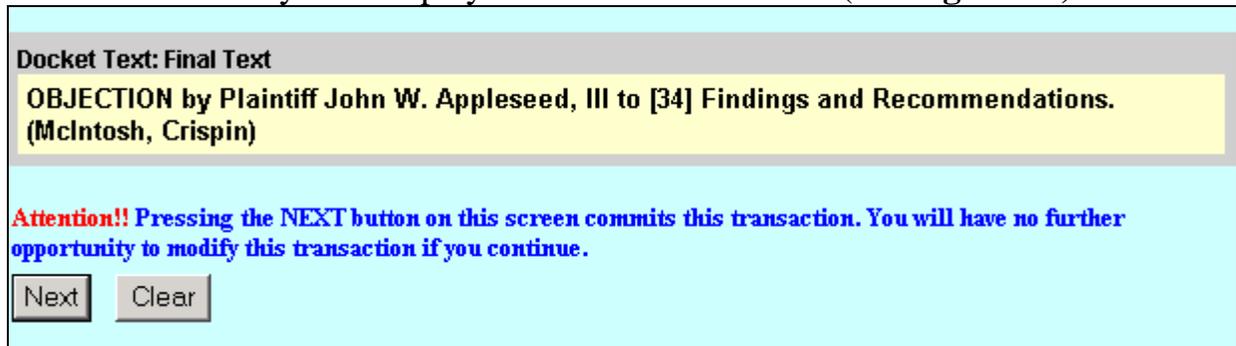
Objections, Responses, Replies, Memoranda and Briefs
2:05-cv-00200 Appleseed v. Mussleman's, Inc.

Next Clear

Figure 10 – Case Number Verification Screen

- Verify this is the correct case and case number.
- Click [Next].

STEP 11 The system displays the **Final Text** screen (see **Figure 11**).



Docket Text: Final Text
OBJECTION by Plaintiff John W. Appleseed, III to [34] Findings and Recommendations.
(McIntosh, Crispin)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 11 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click **Next**], this Objection to the Findings and Recommendations is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, use the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click [**Next**].

STEP 12 Finally, the system will display the **Notice of Electronic Filing** screen (see **Figure 12**).

United States District Court	
Southern District of West Virginia	
Notice of Electronic Filing	
The following transaction was received from McIntosh, Crispin entered on 6/1/2005 at 11:59 AM EDT and filed on 6/1/2005	
Case Name:	Appleseed v. Mussleman's, Inc.
Case Number:	2:05-cv-200
Filer:	John W. Appleseed, III
WARNING: CASE CLOSED on 04/27/2005	
Document Number:	38
Docket Text:	
OBJECTION by Plaintiff John W. Appleseed, III to [34] Findings and Recommendations. (McIntosh, Crispin)	
The following document(s) are associated with this transaction:	
Document description:	Main Document
Original filename:	n/a
Electronic document Stamp:	[STAMP dcecfStamp_ID=1060112543 [Date=6/1/2005] [FileNumber=6517-0] [8

Figure 12 – Notice of Electronic Filing screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon. It is recommended that you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click [**File**] on the browser menu.

- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing a Reply to a Response

To file a Reply to a Response in ECF, select the event, select the relief, enter the case number, select the filer, reference a case document and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

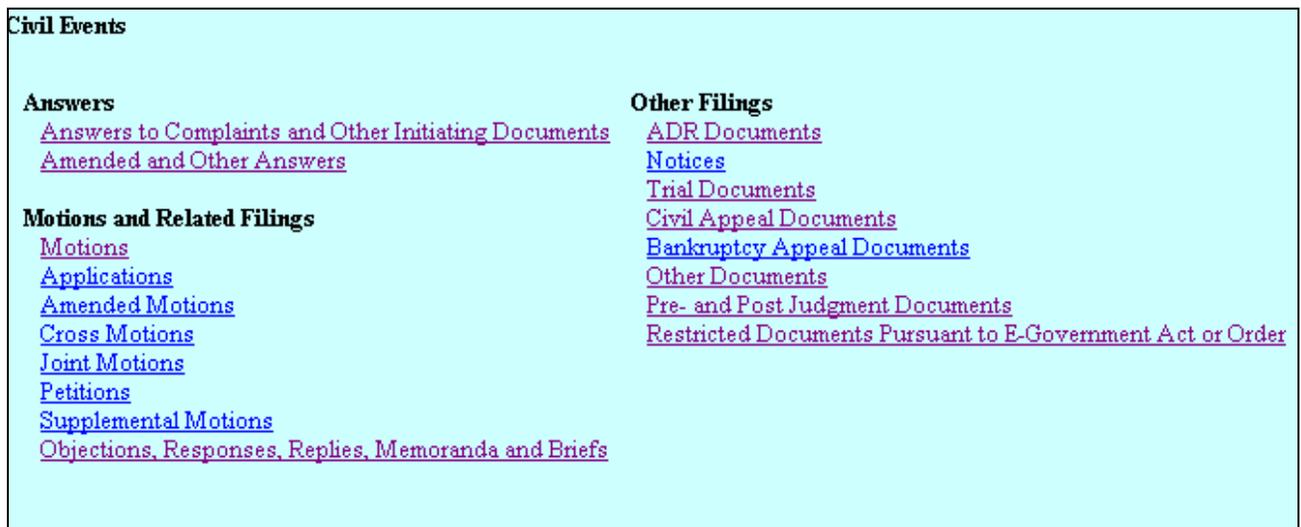


Figure 2 – Civil Events Screen

- Click on Objections, Responses, Replies, Memoranda and Briefs under the *Motions and Related Filings* heading.

STEP 3 The system will display the **Objections, Responses, Replies, Memoranda and Briefs Relief** screen (see Figure 3).

Figure 3 – Objections, Responses, Replies, Memoranda and Briefs Relief Screen

- On this screen you can scroll up or down to locate the document you are filing. Click to highlight your selection.
- Click [Next].

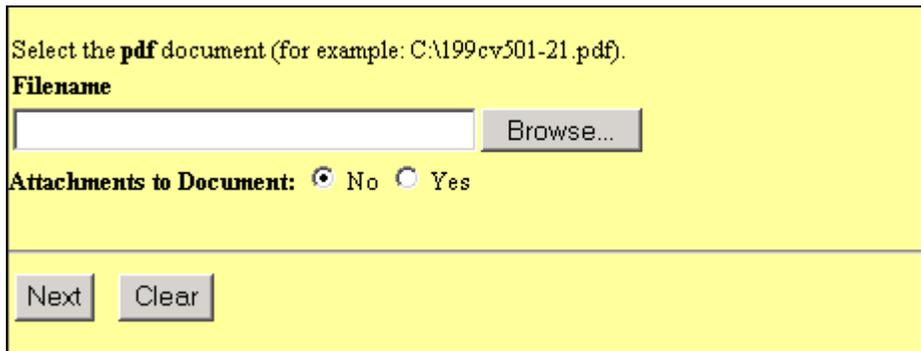
STEP 4 The system will then display the **Case Number** screen (see Figure 4).

Figure 4 – Case Number Screen

- Enter the case number.

- Click **[Next]**.

STEP 5 The system will then display the **pdf Document** screen (see **Figure 5a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 5a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; **or** you can click the **[Browse...]** button to find it. If you click the **[Browse...]** button, the system will display a **Choose File** screen (see **Figure 5b**).

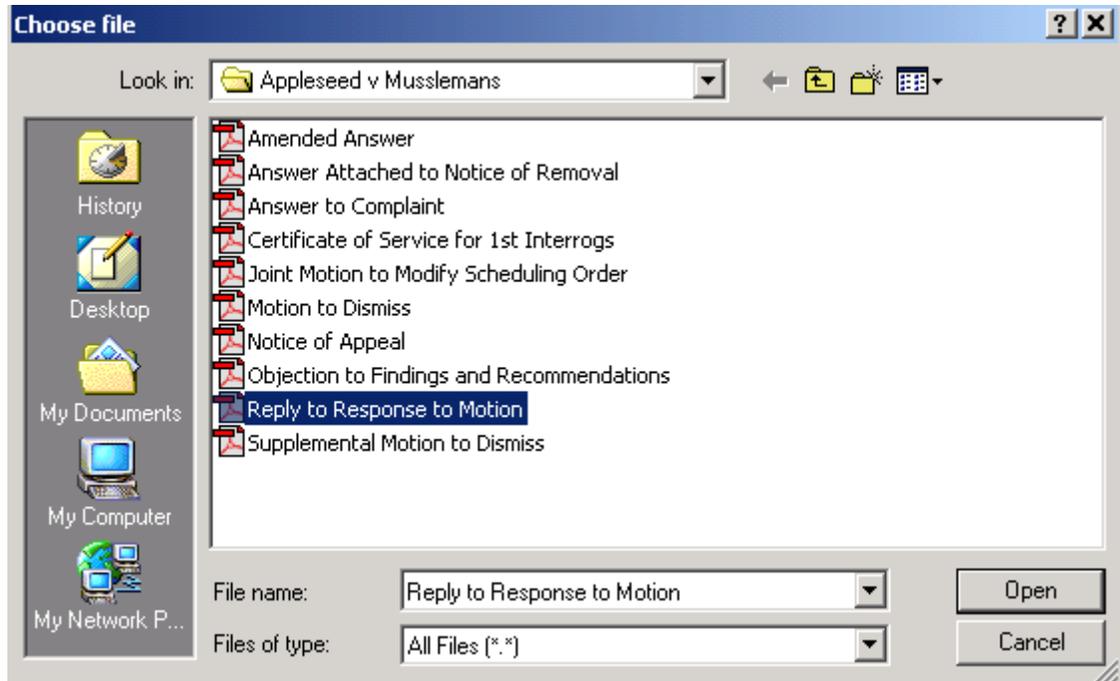


Figure 5b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon,  to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 5c**).

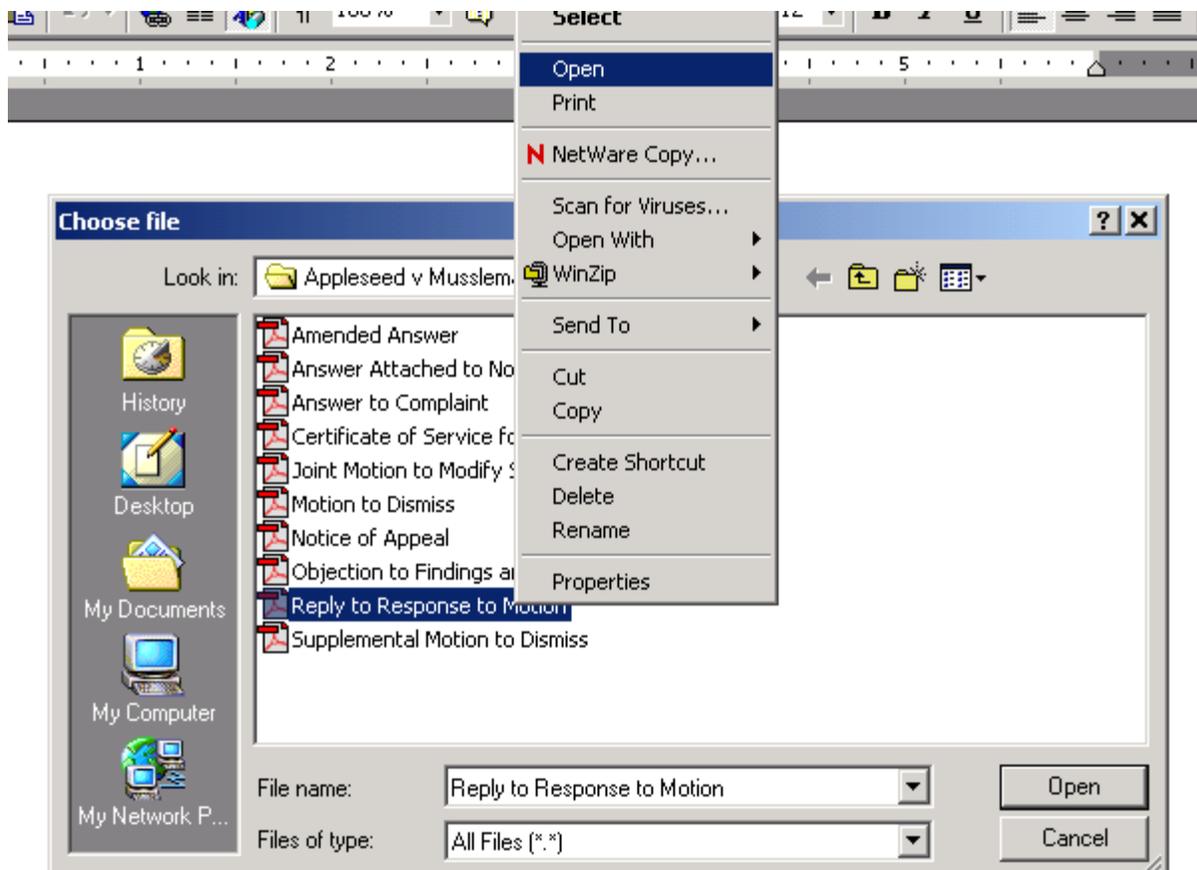


Figure 5c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, close or minimize the Adobe Acrobat Reader. Click the **[Open]** button on the File Upload screen (see **Figure 5b**) to return to the pdf document screen (see **Figure 5a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, such as exhibits or a proposed order, click the **Yes** radio button at the bottom and proceed to Step 6. If there are no attachments, go to Step 7.

Click [Next].

STEP 6 Complete this step **ONLY** if you have attachments to the Supplemental Motion (see **Figure 6**).

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document category, enter a description, and select a type.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click Next button.

Figure 6 – Document Attachment Screen

Adding attachments is a three-part process:

- 1) Browse for the attachment as described in Step 5.
- 2) Select the **Type** and/or type a **Description** of the attachment.
- 3) Click [**Add to List**].

Repeat this process until you have added all the attachments.

When you have added all your attachments, click [**Next**].

STEP 7 The system will then display the **Party Selection** screen (see **Figure 7**).

Select the filer.

Select the Party:

Alpine Trucking [Defendant] [Add/Create New Party](#)

Appleseed, John W. III [Plaintiff]

Mussleman's, Inc. [Defendant]

Next Clear

Figure 7 – Party Selection Screen

- Select the name of the party filing the Reply.
- Click [Next].

STEP 8 The system will then display the **Refer to Event** screen (see **Figure 8**)

Refer to existing event(s)?

Filed to

Documents to

Next Clear

Figure 8– Refer to Event Screen

- Click on the check box beside “refer to existing event(s)?”
- NOTE: If you know specifically the filing date or the docket number of the document to which your motion refers, you may enter that information in the fields entitled “filed” or “documents.” This will limit the search to only those papers filed within those parameters. Otherwise, all case documents will be listed on the upcoming screen.
- Click [Next].

STEP 9 The system will then display the **Select Event** screen (see **Figure 9**).

<input type="checkbox"/>	04/14/2005 17 PETITION by Alpine Trucking for Forfeiture of Property (rap) <i>(Terminated)</i>
<input type="checkbox"/>	04/14/2005 18 CONSENT FOR SETTLEMENT by John W. Appleseed, III. (rap)
<input checked="" type="checkbox"/>	04/14/2005 19 RESPONSE by Mussleman's, Inc. in opposition to [6] MOTION by John W. Appleseed, III to Amend [1] Complaint. (rap)
<input type="checkbox"/>	04/14/2005 20 RESPONSE by Defendant Mussleman's, Inc. in opposition to [17] PETITION by Alpine Trucking for Forfeiture of Property (rap)
<input type="checkbox"/>	04/14/2005 21 OBJECTION by Defendant Alpine Trucking to [8] Report and Recommendations. (rap)
<input type="checkbox"/>	04/15/2005 22 WITNESS LIST from 4/15/05 motions hearing. (rap)
<input type="checkbox"/>	04/25/2005 23 OBJECTION by Defendant Mussleman's, Inc. to [8] Report and Recommendations (Kimble, Hank)
<input type="checkbox"/>	04/26/2005 24 BILL OF COSTS RECEIVED by John W. Appleseed, III. (rap)
<input type="checkbox"/>	04/27/2005 25 APPLICATION by Mussleman's, Inc. to Proceed in forma pauperis. (Kimble, Hank) <i>(Terminated)</i>

Figure 9 – Select Event Screen

- Check the box next to the event to which the Reply refers.
- Click **[Next]**.

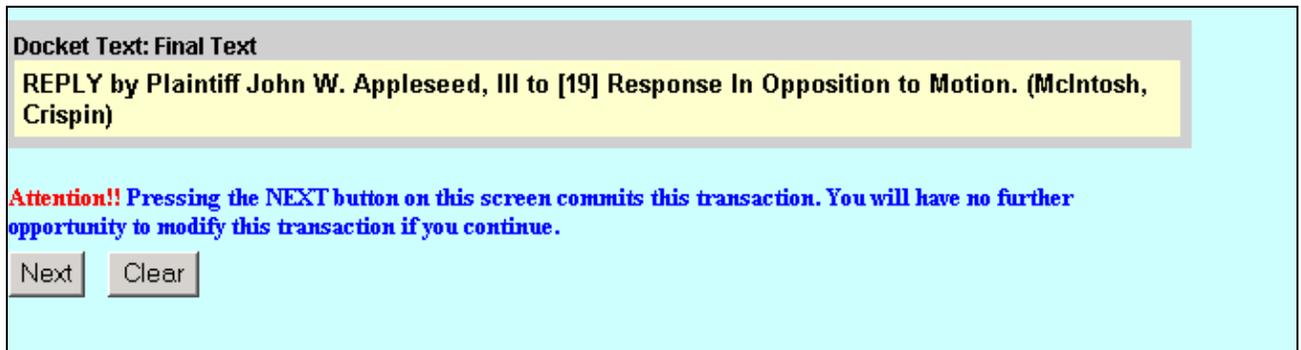
STEP 10 The system will display the **Case Number Verification** screen (see **Figure 10**).

Objections, Responses, Replies, Memoranda and Briefs	
2:05-cv-00200 Appleseed v. Mussleman's, Inc.	
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Figure 9 – Case Number Verification Screen

- Verify case number and name are correct.
- Click **[Next]**.

STEP 11 The system displays the **Final Text** screen (see **Figure 11**).



Docket Text: Final Text

REPLY by Plaintiff John W. Appleseed, III to [19] Response In Opposition to Motion. (McIntosh, Crispin)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Clear

Figure 11 – Final Text Screen

This displays how your docket entry will appear on the docket sheet. Once you click the **[Next]** button, this Reply to the Response in Opposition to a Motion is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, use the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click **[Next]**.

STEP 12 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 12**).

Southern District of West Virginia	
Notice of Electronic Filing	
The following transaction was received from McIntosh, Crispin entered on 5/5/2005 at 11:33 AM EDT and filed on 5/5/2005	
Case Name:	Appleseed v. Mussleman's, Inc.
Case Number:	2:05-cv-200
Filer:	John W. Appleseed, III
WARNING: CASE CLOSED on 04/27/2005	
Document Number:	36
Docket Text:	
REPLY by Plaintiff John W. Appleseed, III to [19] Response In Opposition to Motion. (McIntosh, Crispin)	
The following document(s) are associated with this transaction:	
Document description: Main Document	
Original filename: n/a	
Electronic document Stamp:	
[STAMP dcecfStamp_ID=1060112543 [Date=5/5/2005] [FileNumber=2261-0] [3fdb61fb96a71058114cd015841a23b84830553442582114388cb41ace084612250765418e33c2626d091309b88c00d8bbf1861406fe645d928babf34d7c493]]	

Figure 12 – Notice of Electronic Filing Screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon. It is recommended that you print or save the NEF as a pdf.
- To save a copy of this **NEF**, click [**File**] on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

Filing a Certificate of Service

[Note: This section refers to the Certificate of Service that is the stand-alone document filed in lieu of discovery material, not the certificate of service which Rule 5(d), *Federal Rules of Civil Procedure*, requires as a part of other filed documents.]

To file a Certificate of Service in ECF, select the appropriate event, enter the case number, select the party filer, enter the title of the document to which the Certificate of Service applies, and accept the final docket text.

STEP 1 After logging in to CM/ECF, click on **Civil** on the ECF Main Menu bar (see **Figure 1**).



Figure 1 – ECF Main Menu Bar

STEP 2 The system will display the **Civil Events** screen (see **Figure 2**).

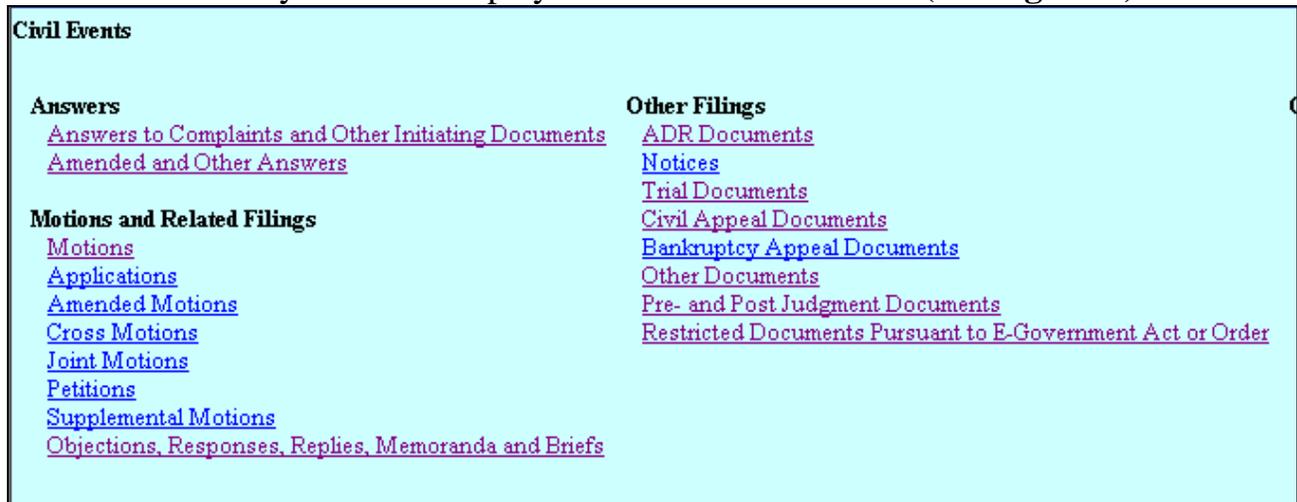


Figure 2 – Civil Events Screen

- Click on **Other Documents** under the *Other Filings* heading.

STEP 3 The system will display the **Other Documents** screen (see **Figure 3**).

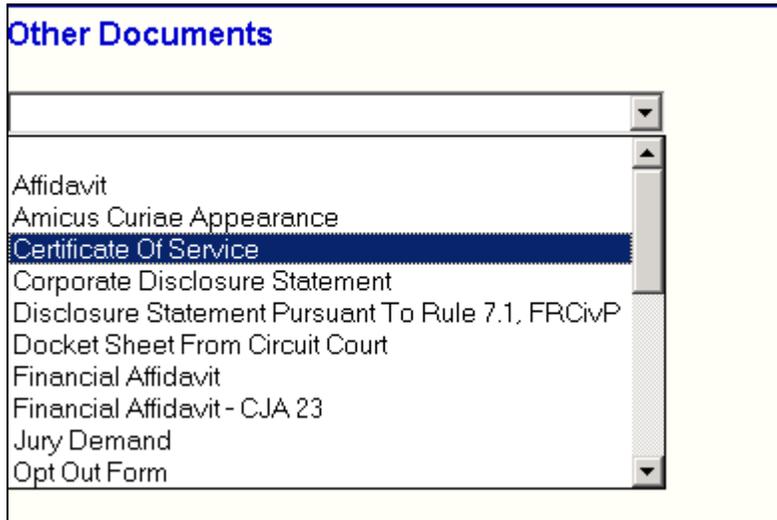


Figure 3 – Other Documents Screen

- Scroll up or down to locate the document you are filing. Click to highlight your selection.
- Click [**Next**].

STEP 4 The system will then display the **Case Number** screen (see **Figure 4**).

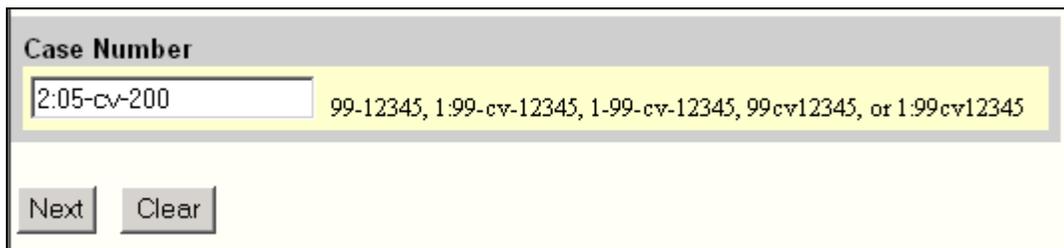
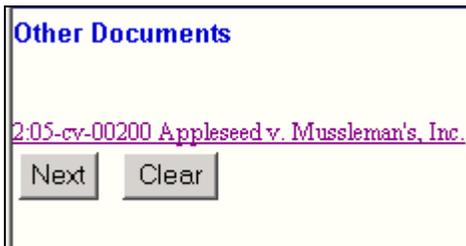


Figure 4 – Case Number Screen

- Enter the case number.

- Click [Next].

STEP 5 The system will display the **Case Verification** screen (see **Figure 5**).



Other Documents

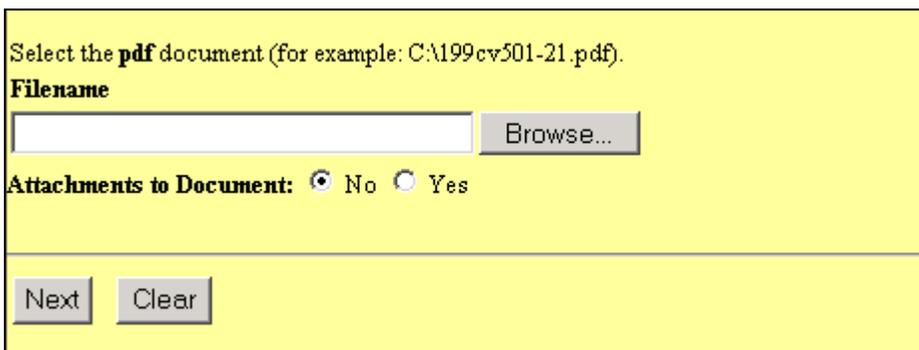
2:05-cv-00200 Appleseed v. Mussleman's, Inc.

Next Clear

Figure 5 – Case Verification Screen

- Verify this is the correct case.
- Click [Next].

STEP 6 The system will then display the **pdf Document** screen (see **Figure 6a**).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

Figure 6a – Select the pdf Document Screen

- Attach the pdf file to the docket entry.

There are two methods of attaching an image: you can type in the path and filename of the document with the pdf extension in the **Filename** field; or you can click the **[Browse...]** button to find it. If you click the **[Browse...]** button, the system will display a **Choose File** screen (see **Figure 6b**).

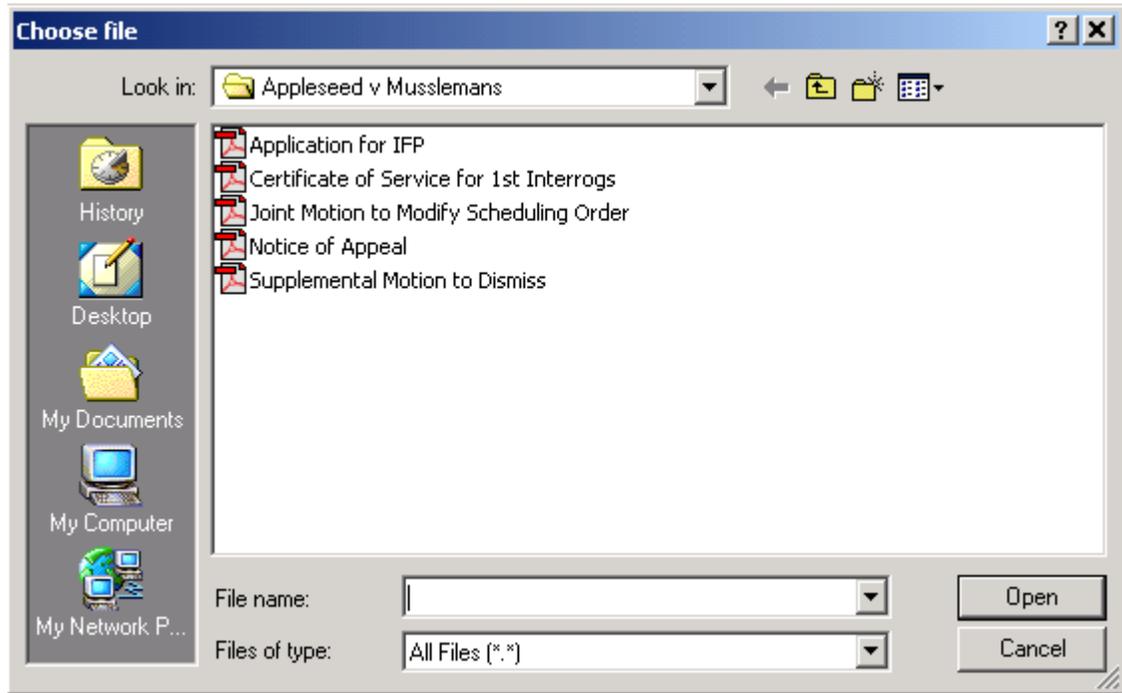


Figure 6b – Choose File Screen

On this screen, click the down arrow for the **Files of type:** field at the bottom and select “**All Files (*.*)**.” This screen will show all files, including pdf files. If the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the “Up One Level” icon  to go up one directory in the directory structure.

Navigate to the directory where the appropriate pdf file is located, then click on it to select it.

- To make sure you are associating the correct file, you should always view the selected file by right-clicking on the filename. That will bring up a menu similar to the following (see **Figure 6c**).

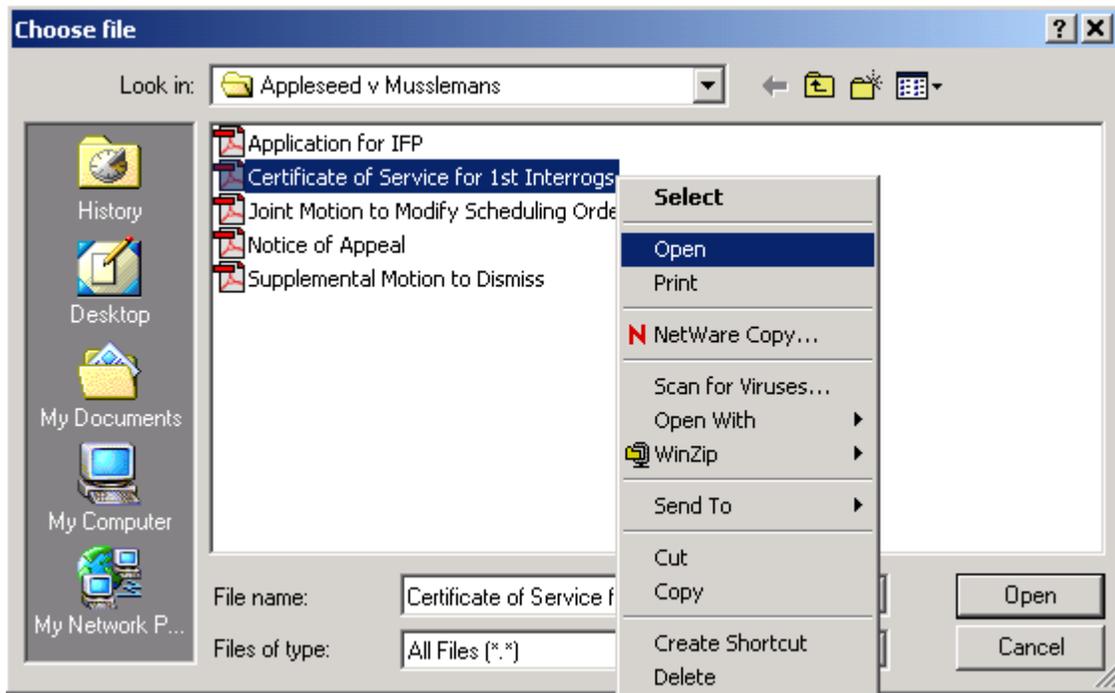


Figure 6c – Right-click Menu

- On this menu, click *Open*. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document, allowing you to verify that this is the correct document.
- If this is the correct document, minimize the Adobe Acrobat Reader. Click the [**Open**] button on the File Upload screen (see **Figure 6b**) to return to the pdf document screen (see **Figure 6a**).
- If this is **not** the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- Click [**Next**].

STEP 7 The system will then display the **Select Filer** screen (see **Figure 7**).



Figure 7 – Select Filer Screen

- Select the name of the party filing the Certificate of Service.
- Click **[Next]**.

STEP 8 The system will then display the **Enter Title of Document** screen
(see **Figure 8a**).

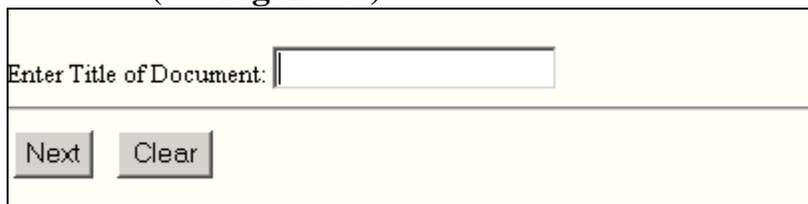


Figure 8a – Enter Title of Document Screen

- Enter the title of the document to which the Certificate of Service applies, such as “Defendant’s First Set of Interrogatories to Plaintiff.” (See **Figure 8b**)

Enter Title of Document:

Figure 8b – Enter Title of Document Screen

- Click **[Next]**.

STEP 9 The system will display the **Case Verification** screen (see **Figure 9**).

Figure 9 –Case Verification screen

- Verify case number and name are correct.
- Click **[Next]**.

STEP 10 The system displays the **Final Text** screen (see **Figure 10**).

Docket Text: Final Text

CERTIFICATE OF SERVICE filed by Mussleman's, Inc. for Defendant's First Interrogatories to Plaintiff. (Kimble, Hank)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Figure 10 – Final Text screen

This displays how your docket entry will appear on the docket sheet. Once you

click [**Next**], this Certificate of Service is entered into the ECF system and cannot be modified without involvement of the court.

If you have made an error in the docket entry, click the **Back** button on your browser to return to the screen where the error was made, correct the error, then proceed again through the transaction.

- When satisfied the docket text is correct, click **Next**].

STEP 11 Finally, the system will display the **Notice of Electronic Filing** (see **Figure 11**).

SOUTHERN DISTRICT OF WEST VIRGINIA	
Notice of Electronic Filing	
The following transaction was received from Kimble, Hank entered on 4/28/2005 at 1:12 PM EDT and filed on 4/28/2005	
Case Name:	Appleseed v. Mussleman's, Inc.
Case Number:	2:05-cv-200
Filer:	Mussleman's, Inc.
WARNING: CASE CLOSED on 04/27/2005	
Document Number:	29
Docket Text:	
CERTIFICATE OF SERVICE filed by Defendant Mussleman's, Inc. for First Interrogatories to Plaintiff. (Kimble, Hank)	
The following document(s) are associated with this transaction:	
Document description:	Main Document
Original filename:	n/a
Electronic document Stamp:	

Figure 11 – Notice of Electronic Filing screen

- The **Notice of Electronic Filing (NEF)** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this **NEF**, click the browser [**Print**] icon. It is recommended you print or save the NEF as a pdf.

- To save a copy of this **NEF**, click [**File**] on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document.
- If you need to file additional documents via ECF, make the appropriate choice from the Main Menu bar. For example, click on **Civil** to file another document in a civil case.
- If you are finished filing documents, click on **Logout**.

The system will then display the Notice of Electronic Filing for your Motion for Summary Judgment. See page 9 of “Filing a Motion” for details regarding the NEF.

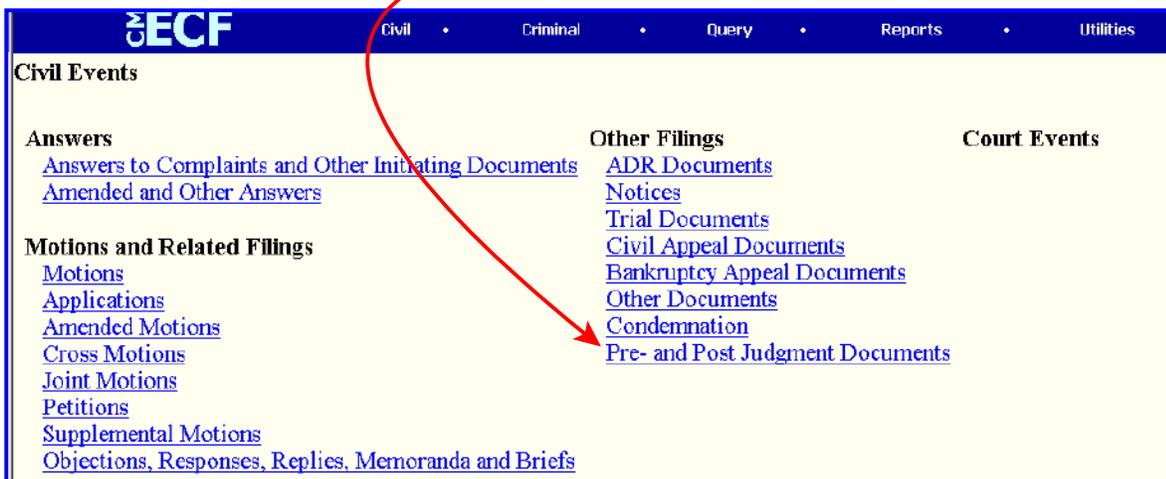
Post-Judgment Remedies § A The Filing Process

Once the Court renders judgment, the judgment debtor has an automatic ten-day stay from enforcement of the judgment (exceptions: injunctions, receiverships, and patent accountings-Rule 62, FRCP). If the judgment debtor does not comply with the judgment order, the judgment creditor may employ several alternatives to compel compliance. This document outlines the docketing procedures for those remedies.

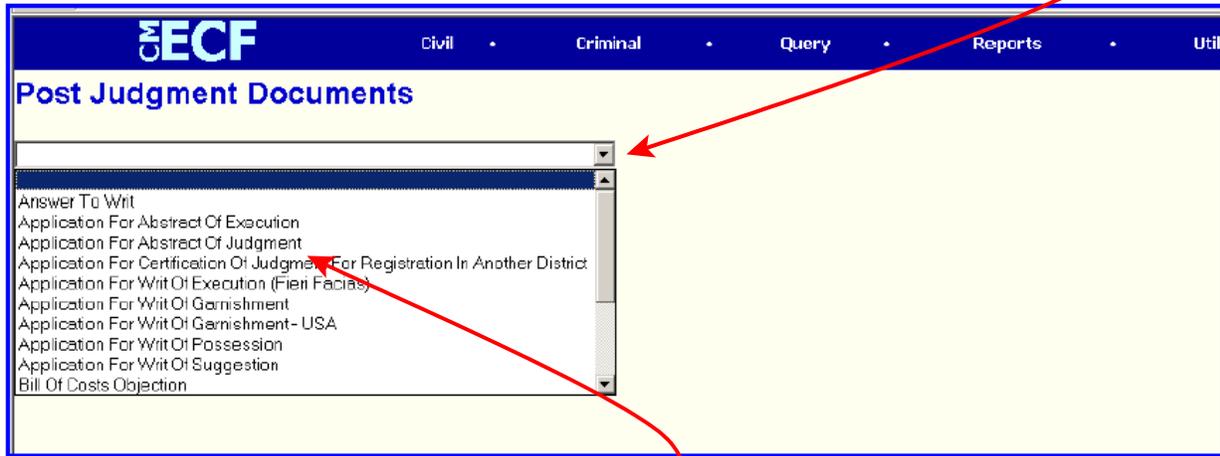
1. Go to the Civil section of CM/ECF.



2. Go to Pre- and Post-Judgment Documents:



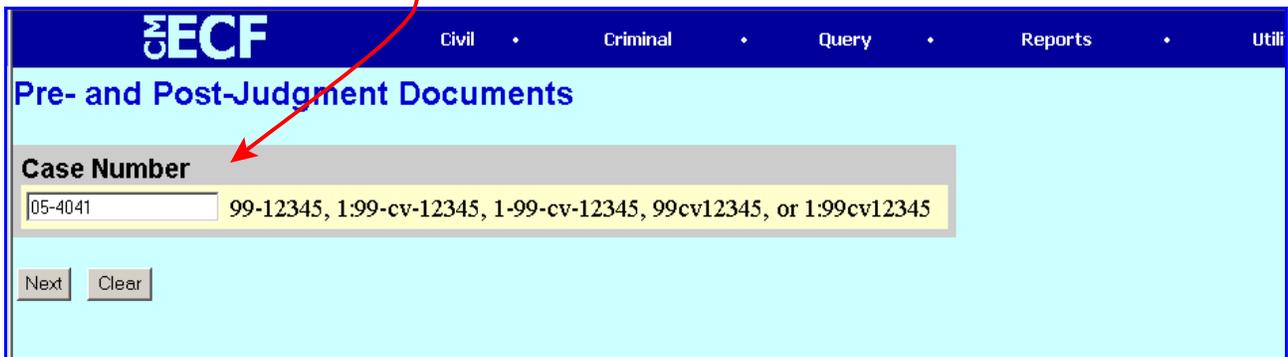
3. Click on the down-arrow and find the appropriate document on the drop-down menu:



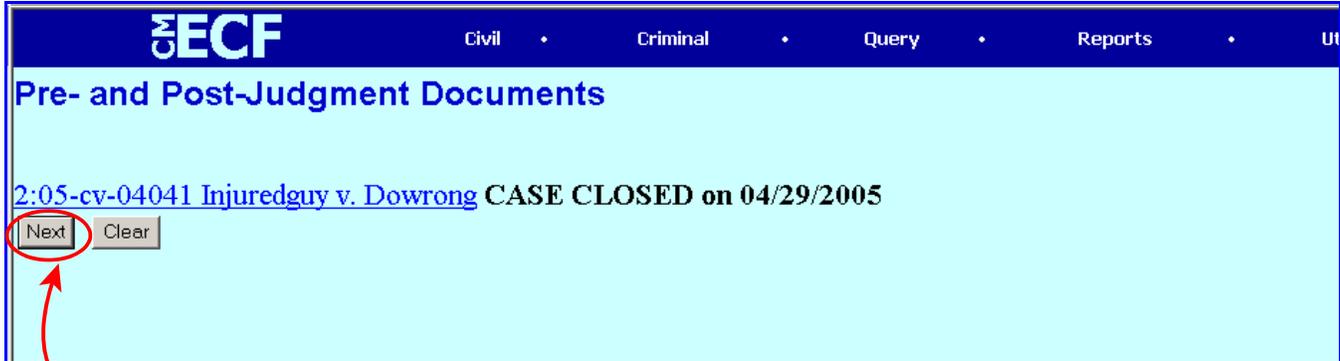
4. Choose the document you need to file:



5. Insert the case number:



6. Verify that you selected the correct case:



ECF Civil • Criminal • Query • Reports • UT

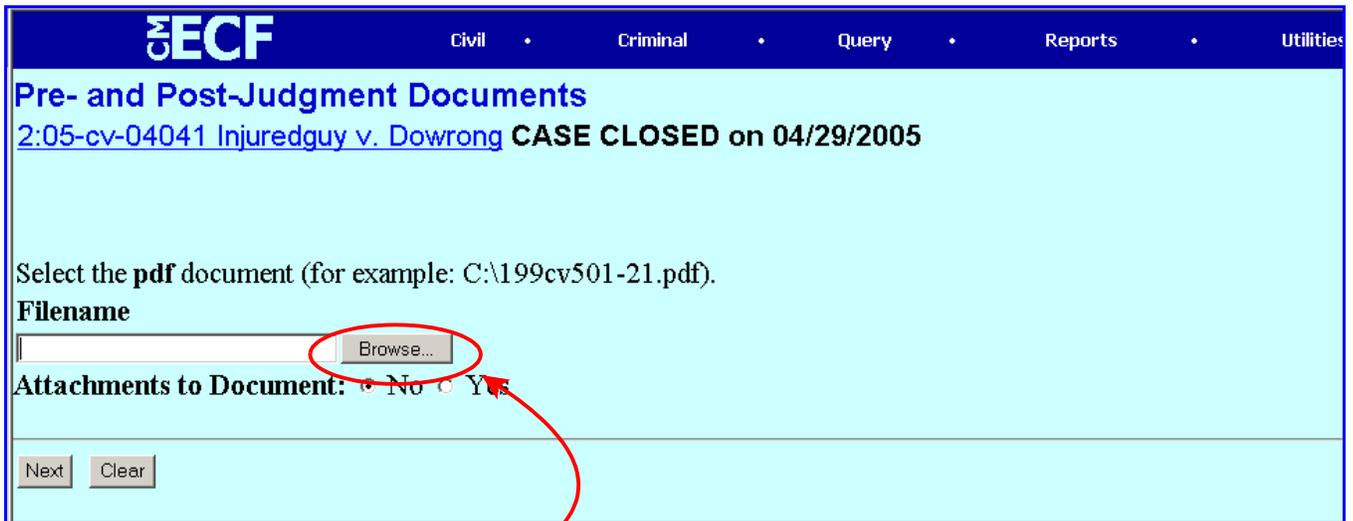
Pre- and Post-Judgment Documents

[2:05-cv-04041 Injuredguy v. Dowrong](#) CASE CLOSED on 04/29/2005

Next Clear

-Click Next if correct.

7. On the next screen, you'll choose the document you wish to submit:



ECF Civil • Criminal • Query • Reports • Utilities

Pre- and Post-Judgment Documents

[2:05-cv-04041 Injuredguy v. Dowrong](#) CASE CLOSED on 04/29/2005

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

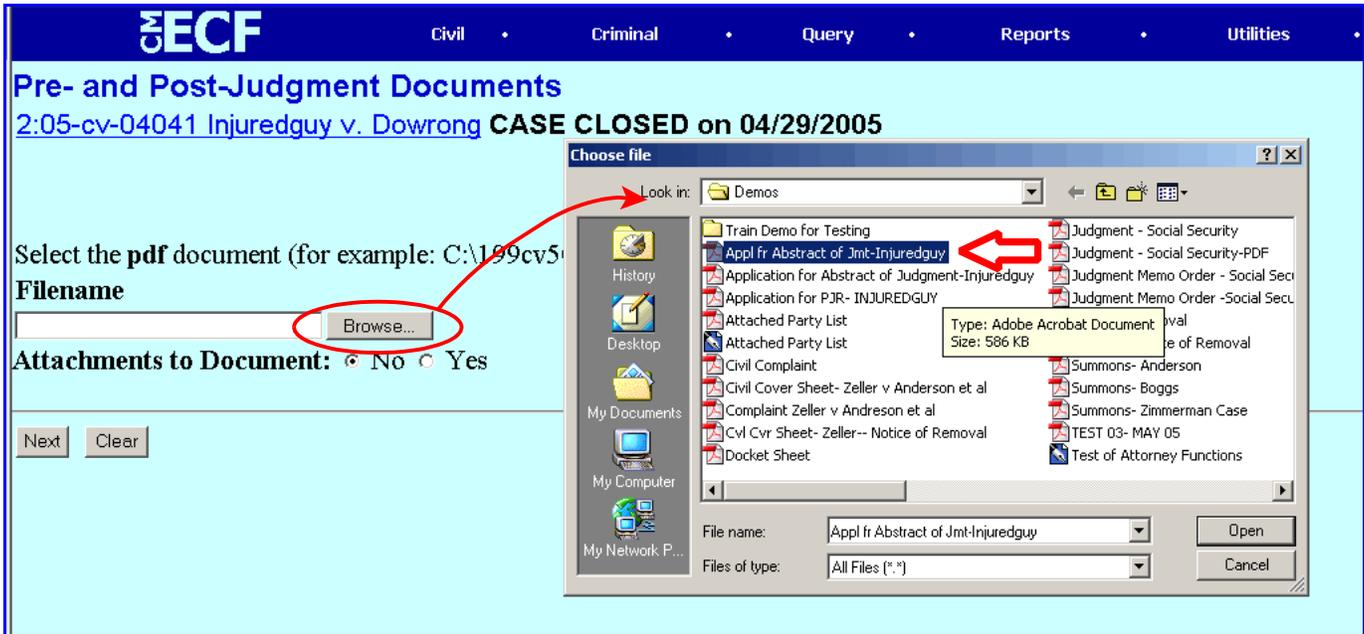
Browse...

Attachments to Document: No Yes

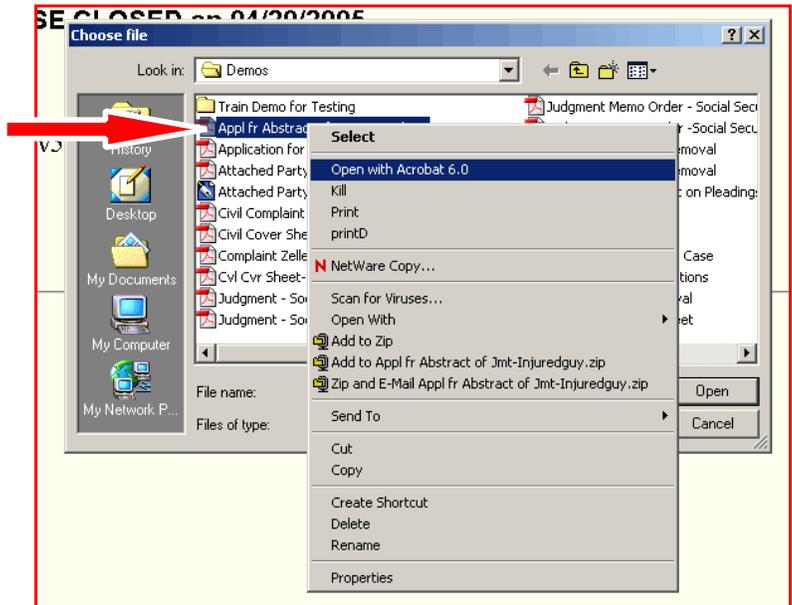
Next Clear

Here, you must have a document prepared to submit via the Browse function in support of the docket event. Section B of this manual illustrates how to find, save, complete and submit the forms respective to these docketing events. **If you have not already created the necessary document**, review Section B before proceeding with the following steps.

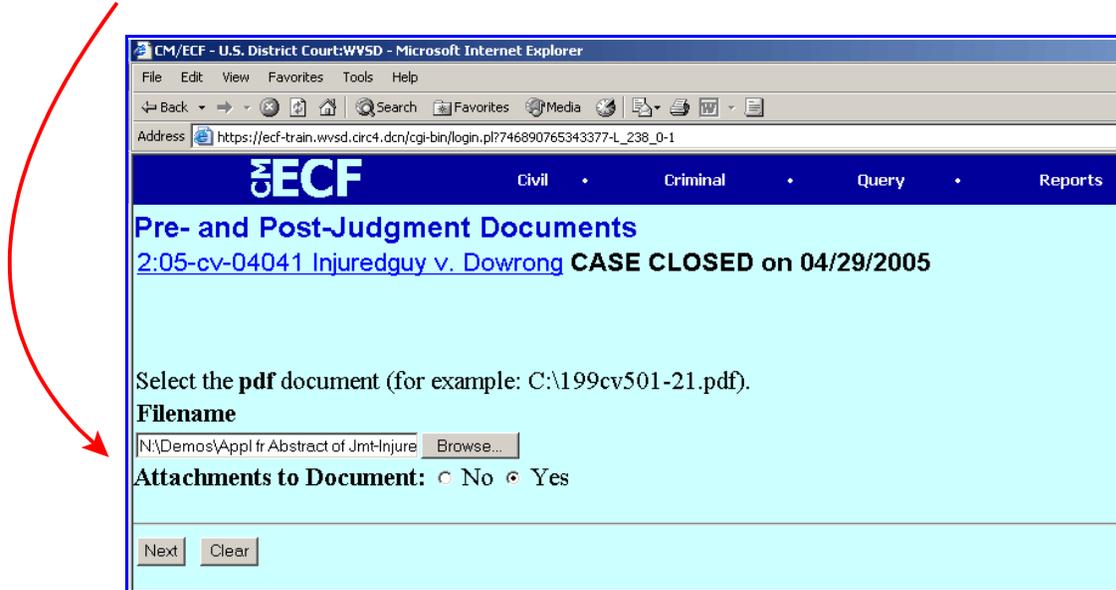
8. Attach the Application: At the screen with the Browse function, click Browse and search for your document.



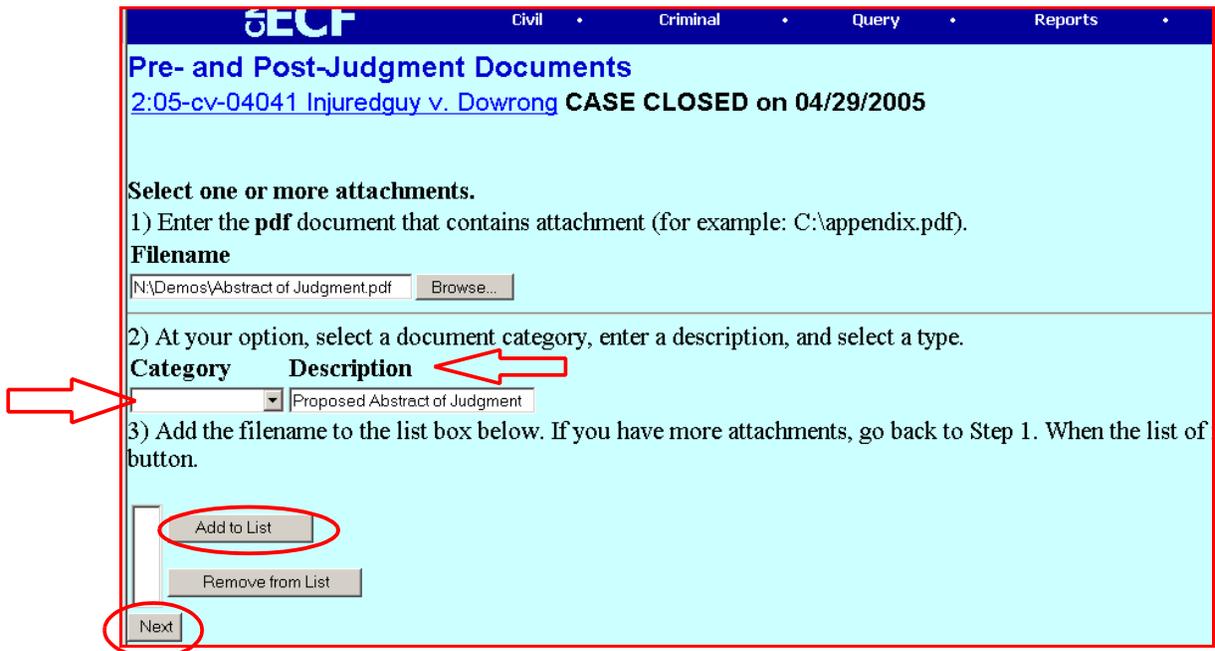
-Note: We recommend that you right-click on and open the document to verify that it is the correct document.



-Click on the Open button (or double click the highlighted document title) to populate the Filename block beside the Browse button.



-To add attachments to the application, click the Yes radio button and repeat the process on the following screen:



-Complete the Description box, click Add to List and Next to attach the exhibit.

9. Select the filer:

ECF Civil Criminal Query

Pre- and Post-Judgment Documents
 2:05-cv-04041 Injuredguy v. Dowrong **CASE CLOSED** on 04/29/2005

Select the filer.

Select the Party:

Dowrong, Duddly D. [Defendant]
 Injuredguy, Eima Verrie [Plaintiff]

[Add/Create New Party](#)

Next Clear

10. Check the box that asks whether this action refers to other actions.

ECF Civil Criminal Query

Pre- and Post-Judgment Documents
 2:05-cv-04041 Injuredguy v. Dowrong **CASE CLOSED** on 04/29/2005

Refer to existing event(s)?

Filed to

Documents to

Next Clear

11. Select the docket event to which this event relates:

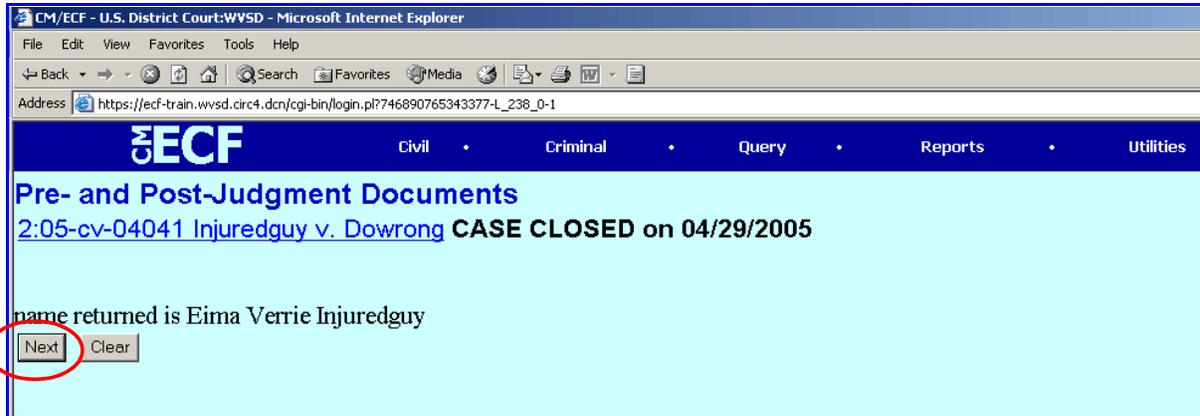
Pre- and Post-Judgment Documents
 2:05-cv-04041 Injuredguy v. Dowrong **CASE CLOSED** on 04/29/2005

Select the appropriate event(s) to which your event relates:

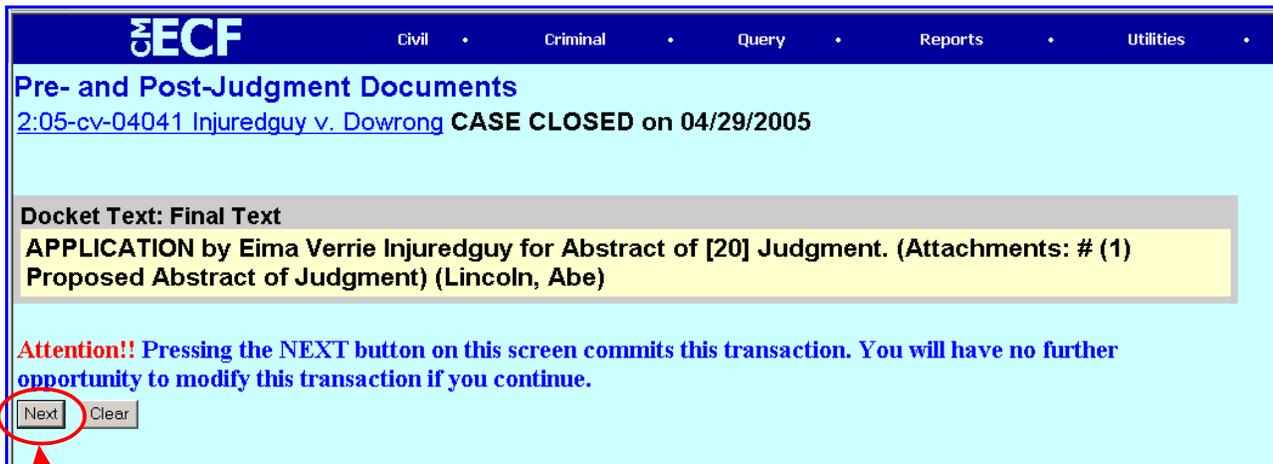
- 04/26/2005 15 ORDER denying [7] Motion to Appoint Expert . Signed by Judge John T. Copenhaver, Jr. on 4/26/05. (cc: attys; any unrepresented party) (wrh)
- 04/26/2005 17 ORDER granting [16] Motion for Leave to File. Signed by Judge Goodwin on 4/26/2005. (cc: attys; any unrepresented party) (wrh)
- 04/29/2005 20 JUDGMENT in favor of Plaintiff against Defendant. Signed by Judge Joseph R. Goodwin on 4/29/2005. (cc: attys; any unrepresented party) (wrh) (Entered: 04/30/2005)

Next Clear

11. Verify the name of the filing party:



12. Review the final text of the event. **Note the link to the docket event to which this entry relates:**



-Click Next to commit the transaction to CM/ECF.

13. Finally, review the Notice of Electronic Filing for accuracy. Report any deficiencies to the office of the Clerk of Court.

CM/ECF - U.S. District Court:WVSD - Microsoft Internet Explorer

Address: https://ecf-train.wvwd.circ4.dcn/cgi-bin/login.pl?746890765343377-L_238_0-1

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Pre- and Post-Judgment Documents
[2:05-cv-04041 Injuredguy v. Dowrong](#) **CASE CLOSED on 04/29/2005**

United States District Court
Southern District of West Virginia

Notice of Electronic Filing

The following transaction was received from Lincoln, Abe entered on 5/5/2005 at 7:41 PM EDT and filed on 5/5/2005

Case Name: Injuredguy v. Dowrong
Case Number: [2:05-cv-4041](#)
Filed: Eima Verrie Injuredguy
WARNING: CASE CLOSED on 04/29/2005
Document Number: [21](#)

Docket Text:
APPLICATION by Eima Verrie Injuredguy for Abstract of [20] Judgment. (Attachments: # (1) Proposed Abstract of Judgment) (Lincoln, Abe)

The following document(s) are associated with this transaction:

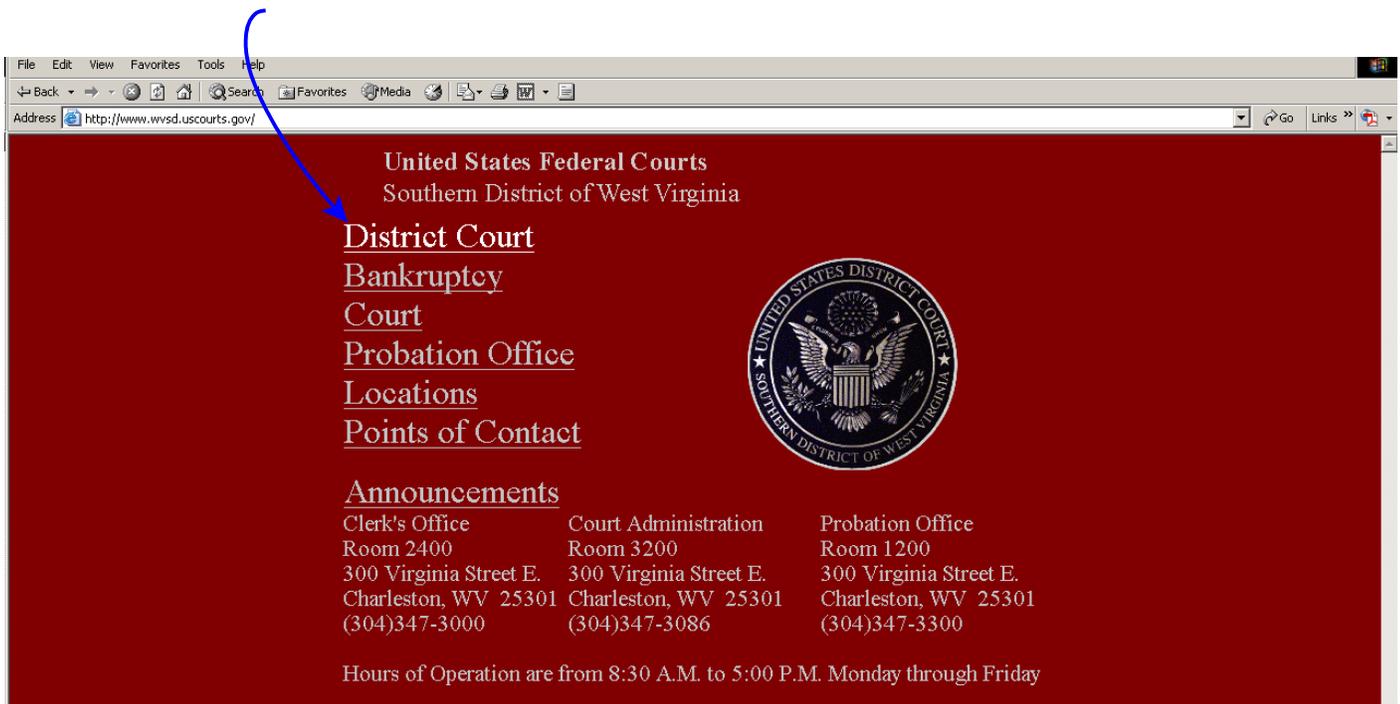
Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=5/5/2005] [FileNumber=2267-0] [7a1ac581b34e750916f940e4bc6998e192945b7738155fc98b0c0435730d71564d186265d76d1b20d6982a89ae2fac6c23857925b7cfa775f99e91a3dbd6daf9]]

Document description: Proposed Abstract of Judgment
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1060112543 [Date=5/5/2005] [FileNumber=2267-1] [3e802ac4beb199d98981a7711238e4702da57d95f5b8e7b268d9da005631117f8ca78cf4d912480dda37273a301849b10978f6ee2756c3d0eff883b39e00e9f4e]]

Post-Judgment Remedies § B- Completing the Forms

To docket an application for post-judgment relief, you must have a document completed for docketing in CM/ECF. Our Court has developed forms that you can access on our website at <http://www.wvsd.uscourts.gov/>.

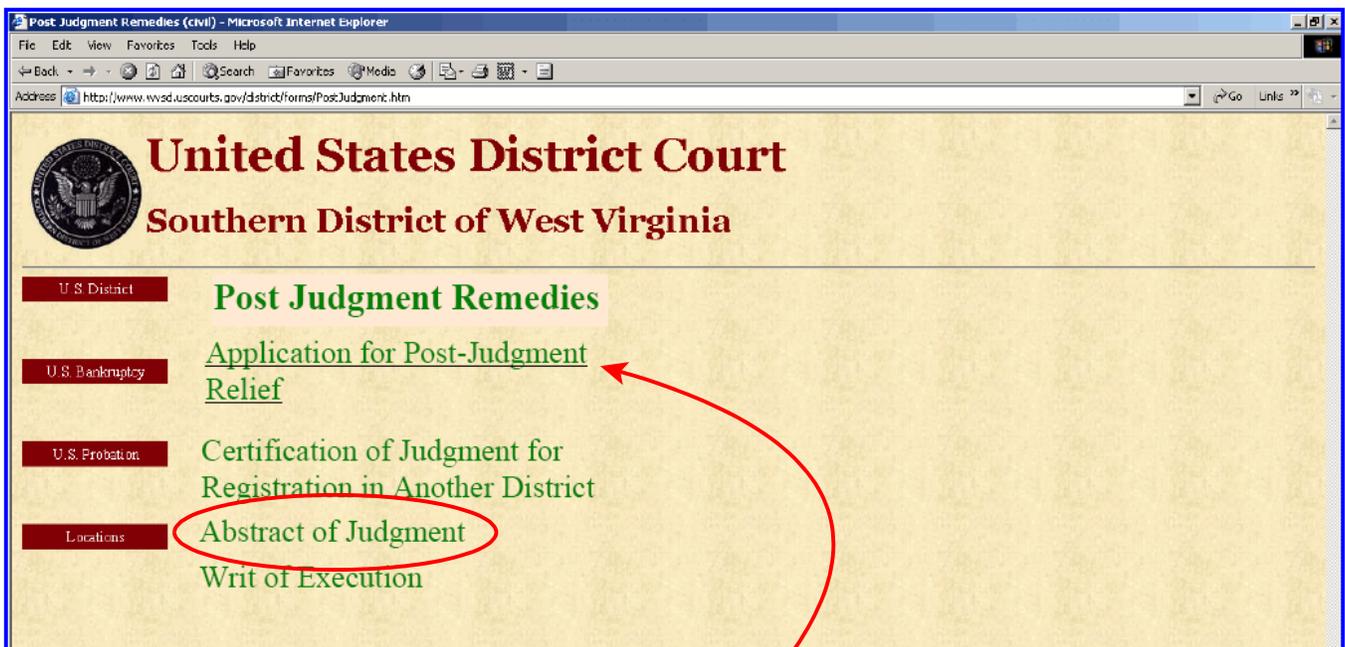
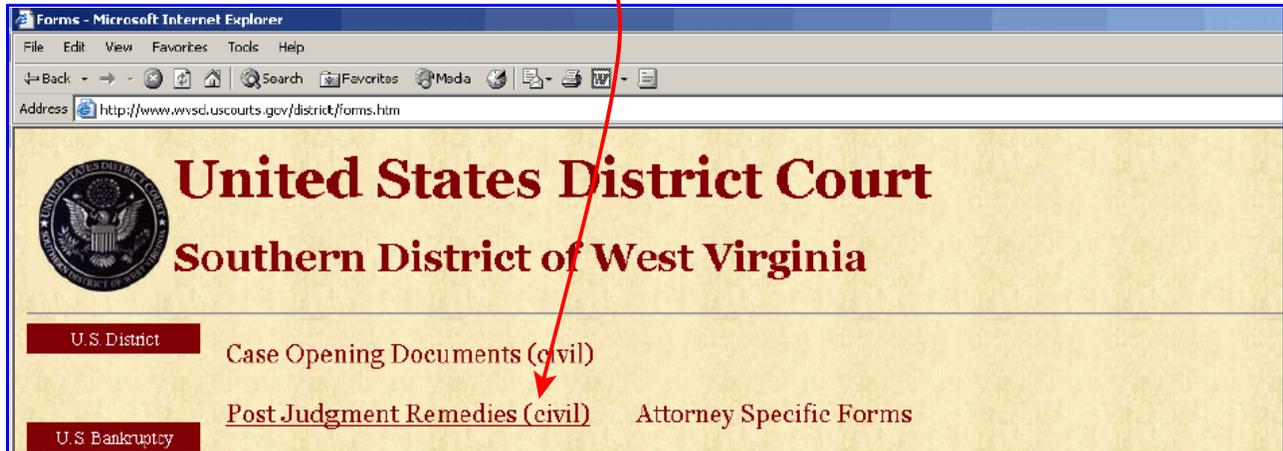
1. Find the form on the District Court web site. -Click on District Court:



-Click on Forms:



-Select Post-Judgment Remedies:



-Select Application for Post Judgment Relief.

-You will also select the substantive document to submit in conjunction with your application. For instance, if you file an application for Abstract of Judgment, you will also complete and submit the Abstract of Judgment as an attachment to the application.

2. Save the document to your computer, then complete the requisite boxes on the form, making sure to specify which post-judgment remedy you are seeking.

-In this case, the Plaintiff is seeking an Abstract of Judgment and will submit this application along with Form PJR-002, a completed Abstract of Judgment.

RESET FORM

USDC/PJR-015 (04/05)

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
AT CHARLESTON

EIMA VERRIE INJURED GUY

V.

DOUGLAS DOWRONG

APPLICATION FOR POST-JUDGMENT REMEDIES
CIVIL ACTION 2:05-4040

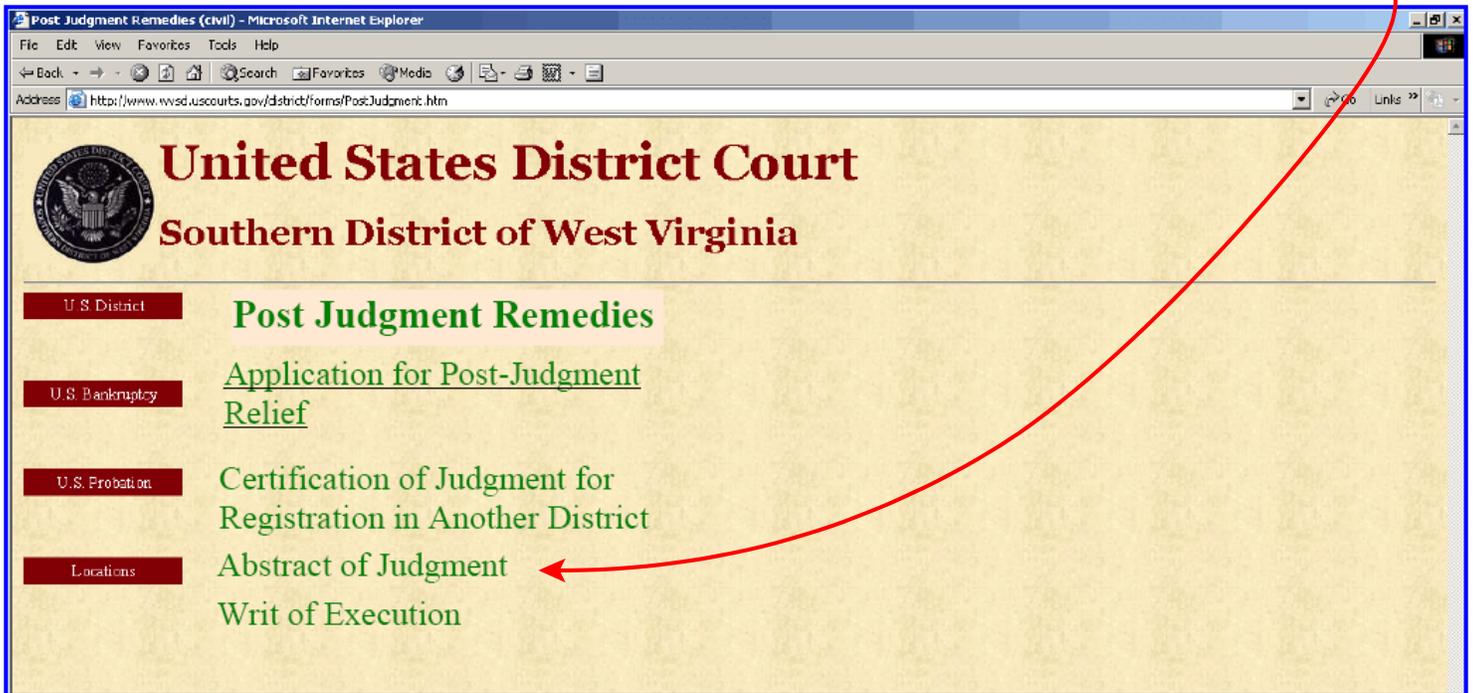
WHEREAS, in a civil action in which judgment was recovered in the United States District Court for the Southern District of West Virginia, the **Defendant** hereby requests the following:

Certification of Judgment for Registration in Another District
Attached: Form PJR-001
 Fee (\$9.00 per document/.50 per page copied)

Abstract of Judgment
Attached: Form PJR-002 (Abstract of Judgment)

Writ of Execution
Attached: Form PJR-003 (Writ of Execution)
 USM 285 Service of Process Form

3. Return to the Post-Judgment Remedies page and select the corresponding attachment(s):



-Complete of requisite fields:

SDWV/PJR-001
(04/05)

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
AT CHARLESTON

EIMA VERRIE INJURED GUY

v.

DOUGLAS DOWRONG

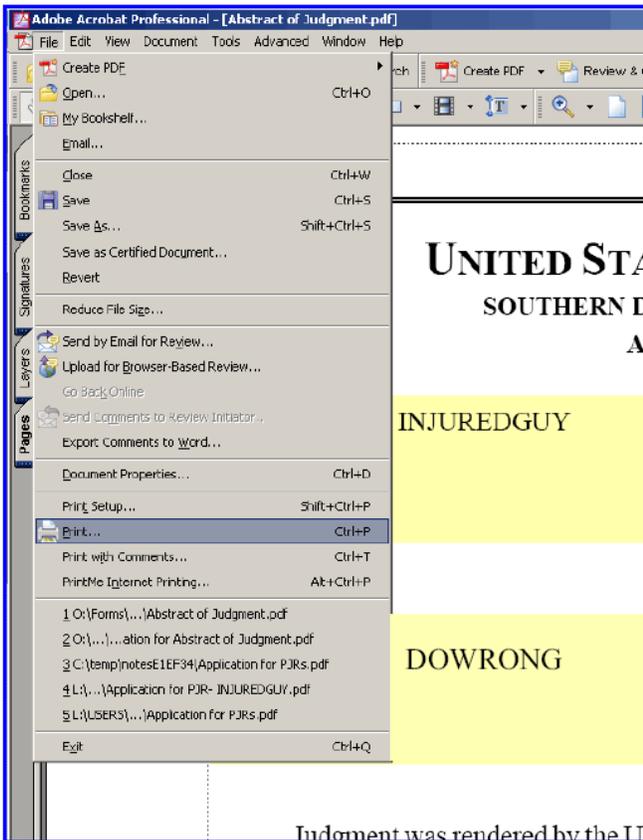
ABSTRACT OF JUDGMENT

CASE NUMBER **CIVIL** 2:05-4040

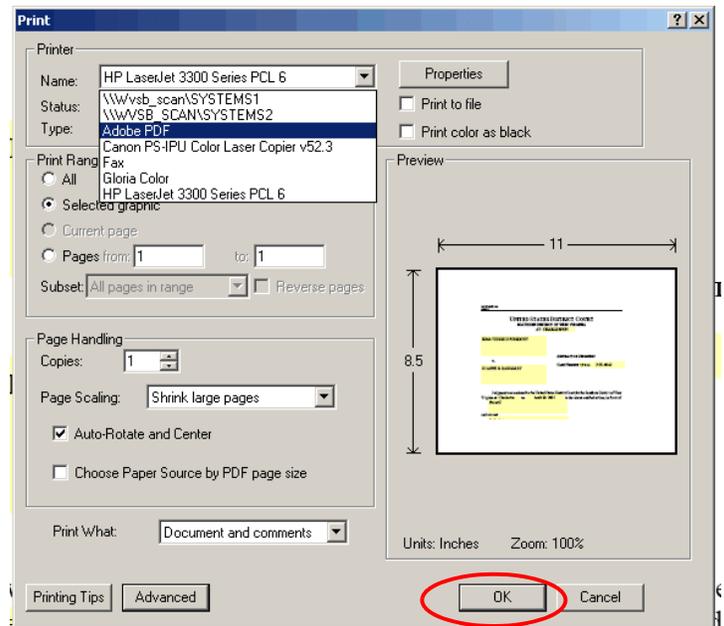
Judgment was rendered by the United States District Court for the Southern District of West Virginia at Charleston on April 29, 2005, in the above-entitled action, in favor of Plaintiff

4. PRINT these forms back to PDF for submission in CM/ECF.

-Go to File-Print:

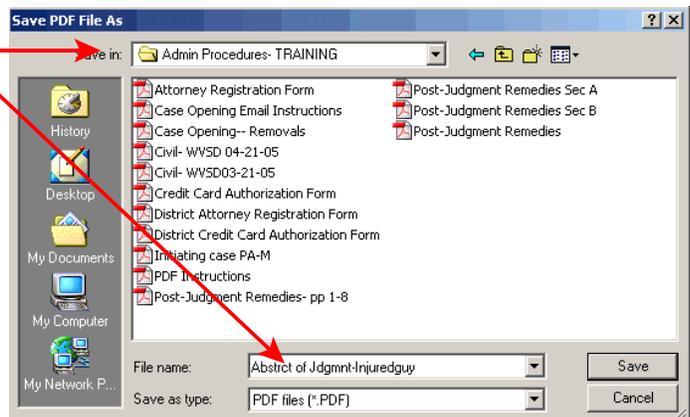


-Select your PDF writer:



-Click OK

-Select a Folder and Name the file:

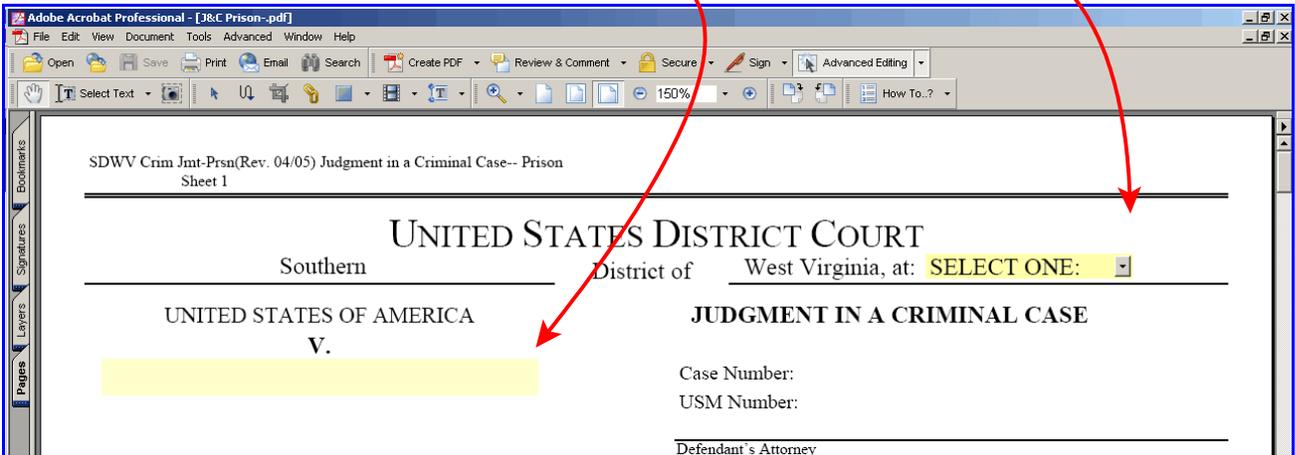


5. Return to CM/ECF and continue the process.

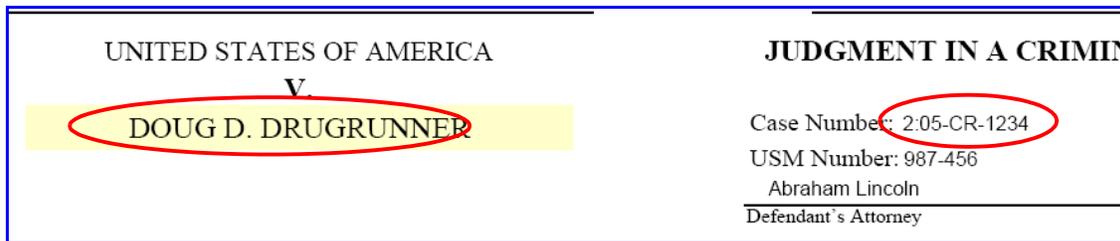
Instructions for Using PDF Fillable Forms

§A. Completing PDF Fillable Forms:

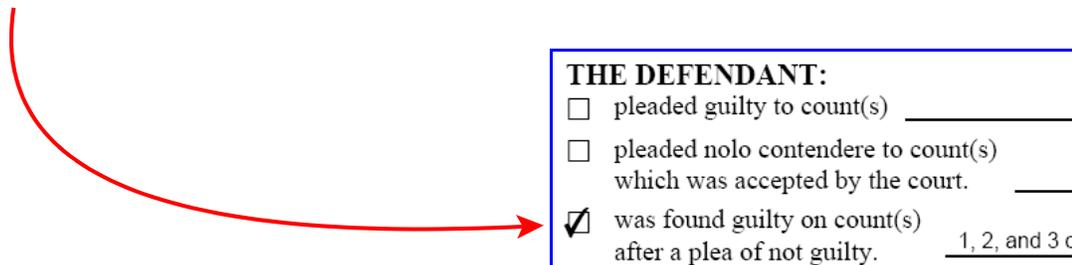
To use a PDF fillable form, simply download the form and click in the fields to be completed. Many times the fields will be colored, underlined, or otherwise signified:



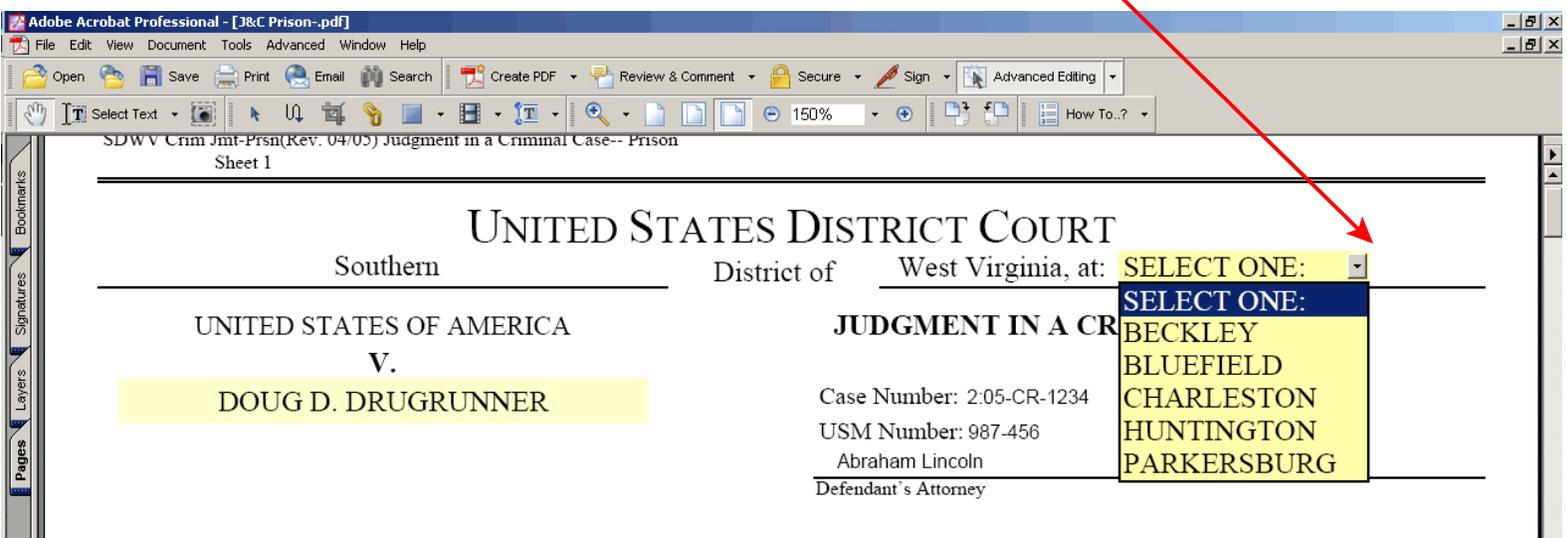
Text Boxes: Simply click in the appropriate place and begin typing. You may move the cursor either with your mouse or by tabbing from one spot to the next.



-Check Boxes: Place the cursor over the box and click.

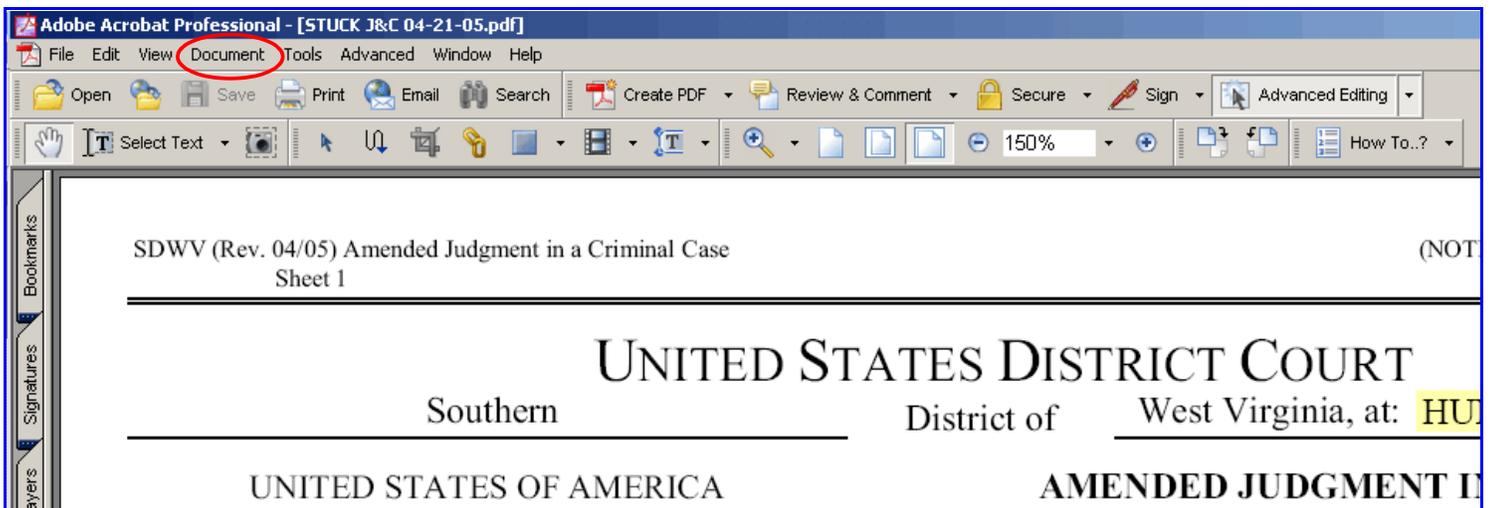


-Drop-down menus: Click the arrow and make the selection:

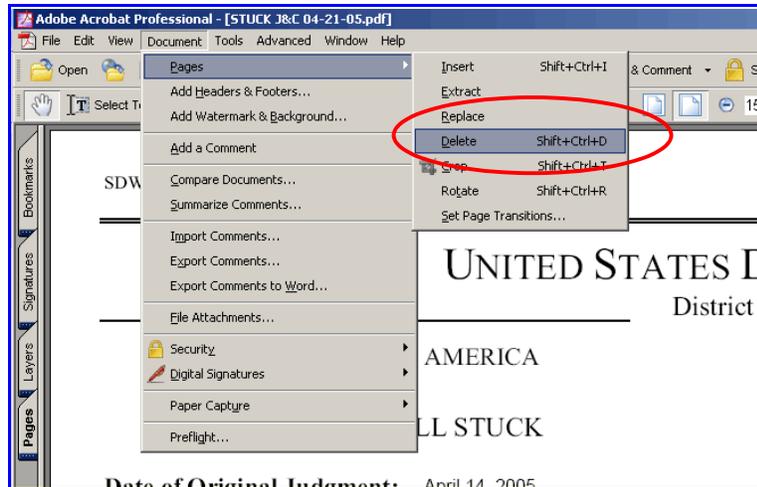


§ B: Editing: Completing the forms is easy. But what about editing them?

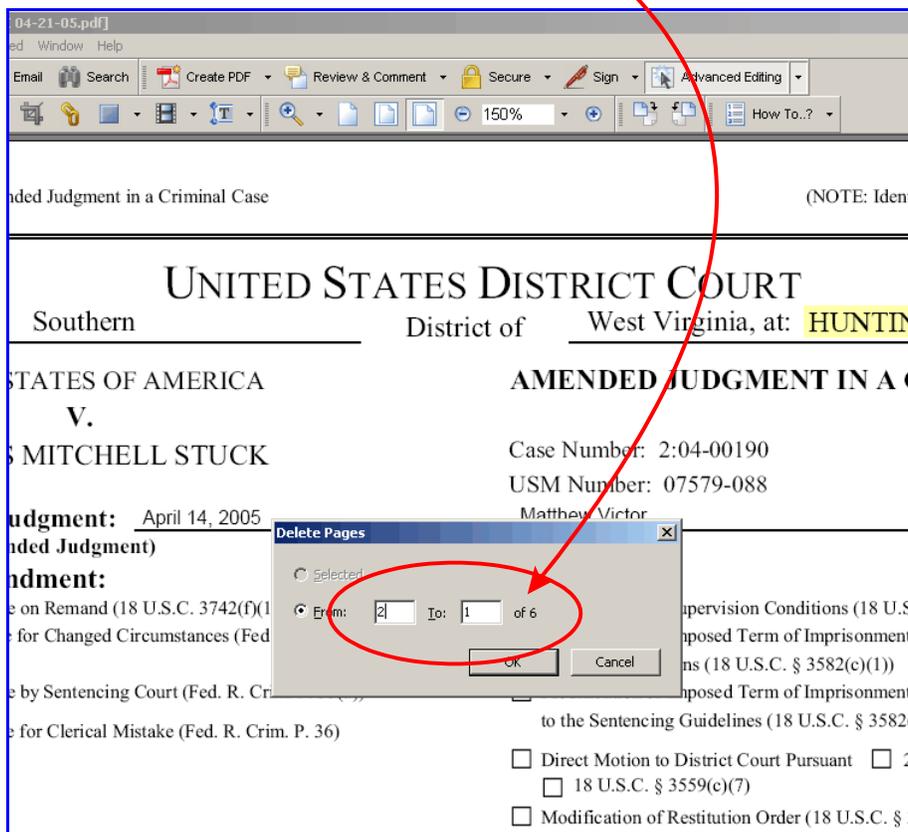
1. Deleting Pages: Once you complete a form, you see that you don't need certain pages. To delete unnecessary pages in PDF, go to the Document-



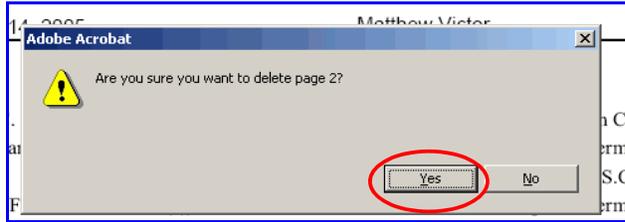
-Then click on Pages and choose Delete.



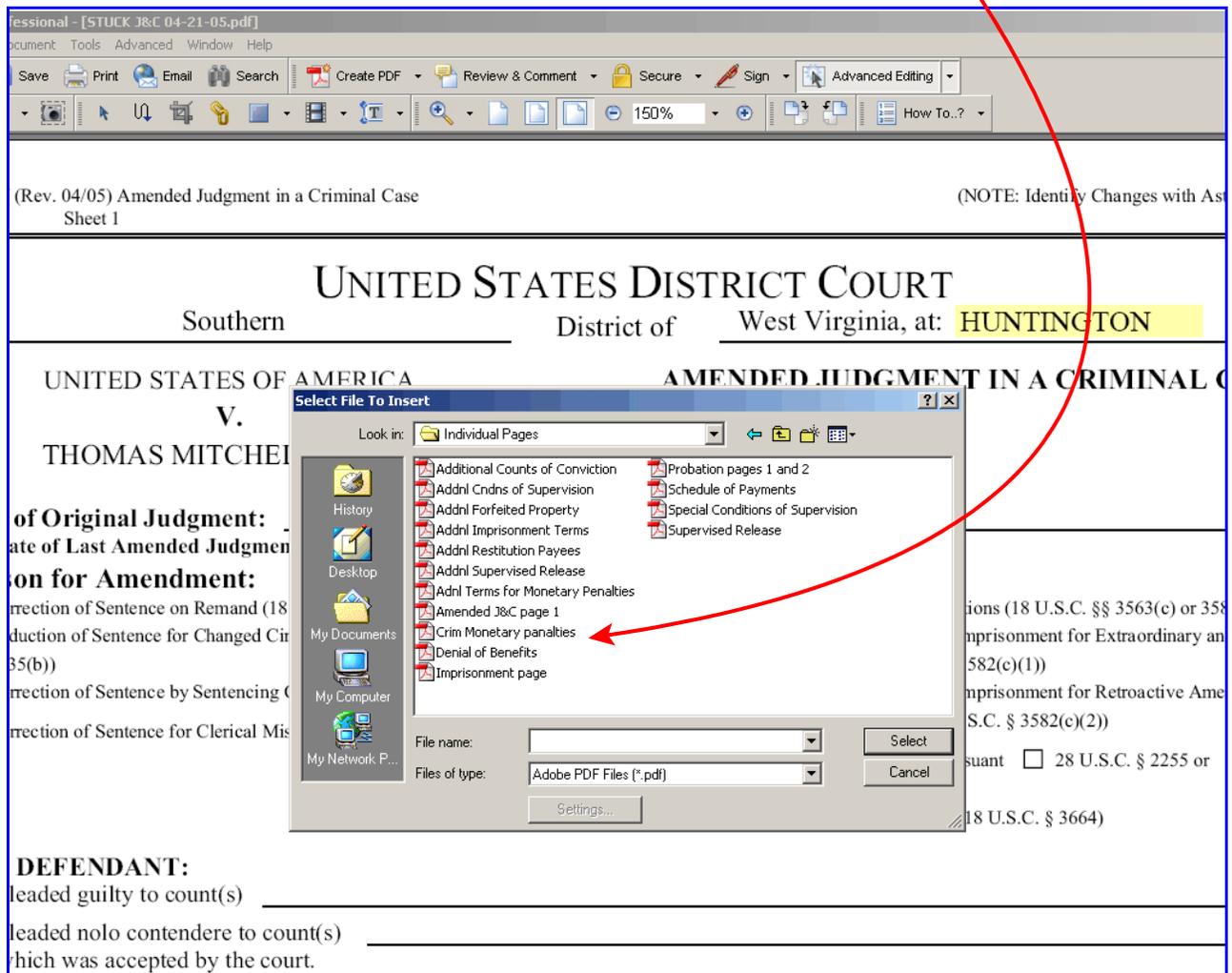
-Tell it which page or page range you want to delete:



You'll get a second chance warning:
If it is correct, click Yes.



2. Adding Pages: Again, go to the Document-and Pages- then select Insert. This will bring you to a file folder and you'll have to choose the page you want to insert:



Professional - [STUCK J&C 04-21-05.pdf]
Document Tools Advanced Window Help
Save Print Email Search Create PDF Review & Comment Secure Sign Advanced Editing
150%

(Rev. 04/05) Amended Judgment in a Criminal Case Sheet 1 (NOTE: Identify Changes with As

UNITED STATES DISTRICT COURT
Southern District of West Virginia, at: HUNTINGTON

UNITED STATES OF AMERICA AMENDED JUDGMENT IN A CRIMINAL C
V.
THOMAS MITCHEL

of Original Judgment:
ate of Last Amended Judgment
on for Amendment:
rection of Sentence on Remand (18
duction of Sentence for Changed Cir
35(b))
rection of Sentence by Sentencing C
rection of Sentence for Clerical Mis

DEFENDANT:
leded guilty to count(s) _____
leded nolo contendere to count(s) _____
hich was accepted by the court.

ditions (18 U.S.C. §§ 3563(c) or 358
mprisonment for Extraordinary an
582(c)(1))
mprisonment for Retroactive Ame
S.C. § 3582(c)(2))
suant 28 U.S.C. § 2255 or
18 U.S.C. § 3664)

Select File To Insert
Look in: Individual Pages
Additional Counts of Conviction
Addnl Cndns of Supervision
Addnl Forfeited Property
Addnl Imprisonment Terms
Addnl Restitution Payees
Addnl Supervised Release
Adnl Terms for Monetary Penalties
Amended J&C page 1
Crim Monetary panalties
Denial of Benefits
Imprisonment page
Probation pages 1 and 2
Schedule of Payments
Special Conditions of Supervision
Supervised Release
File name: _____
Files of type: Adobe PDF Files (*.pdf)
Select Cancel Settings...

Tell it where to put the additional page:

04/05) Amended Judgment in a Criminal Case Sheet 1 (NOTE: Identify Changes with A)

UNITED STATES DISTRICT COURT

Southern District of West Virginia, at: **HUNTINGTON**

UNITED STATES OF AMERICA
V.
 THOMAS MITCHELL STUCK

AMENDED JUDGMENT IN A CRIMINAL
 Case Number: 2:04-00190
 579-088

Insert Pages

Insert File: Crim Monetary panalties.pdf

Location: After

Page: After

Before

First

Last

Page: 3 of 5

OK Cancel

Original Judgment: April 14, 2005
Last Amended Judgment)
for Amendment:

on of Sentence on Remand (18 U.S.C. 3742(f))
 on of Sentence for Changed Circumstances (Fe
 on of Sentence by Sentencing Court (Fed. R. C
 on of Sentence for Clerical Mistake (Fed. R. C

Supervision Conditions (18 U.S.C. §§ 3563(c) or 3
 Proposed Term of Imprisonment for Extraordinary
 s (18 U.S.C. § 3582(c)(1))
 Proposed Term of Imprisonment for Retroactive An
 Guidelines (18 U.S.C. § 3582(c)(2))

Direct Motion to District Court Pursuant 28 U.S.C. § 2255 or
 18 U.S.C. § 3559(c)(7)
 Modification of Restitution Order (18 U.S.C. § 3664)

DEFENDANT:
 nd guilty to count(s) _____
 nd nolo contendere to count(s) _____
 was accepted by the court.
 bund guilty on count(s) 2 and 4 of the superseding indictment
 plea of not guilty.
 ant is adjudicated guilty of these offenses:

-Click OK and it will make the addition to the document.

3. Extracting Pages: If you want to copy a page from a document, but do not want to alter the original document, use the Extracting Page feature. Go to the Document-and Pages- then select Extract. **Be sure not to click the Delete Pages After Extracting feature, as this will eliminate pages from the original document:**

Once extracted, you may rename the page and place it into other documents, use it as a template, etc.

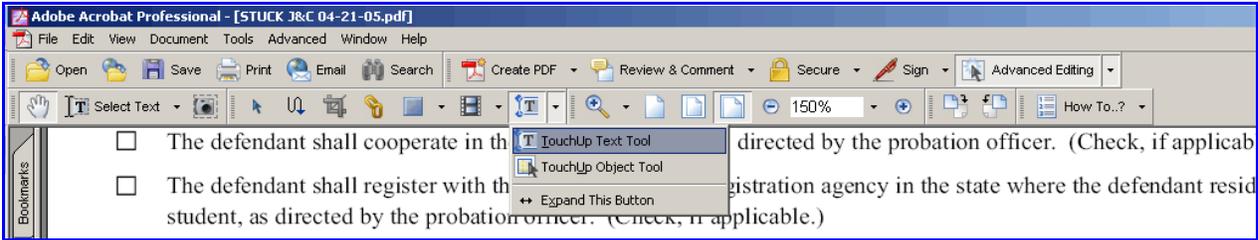
Extract Pages

From: 2 To: 2 of 6

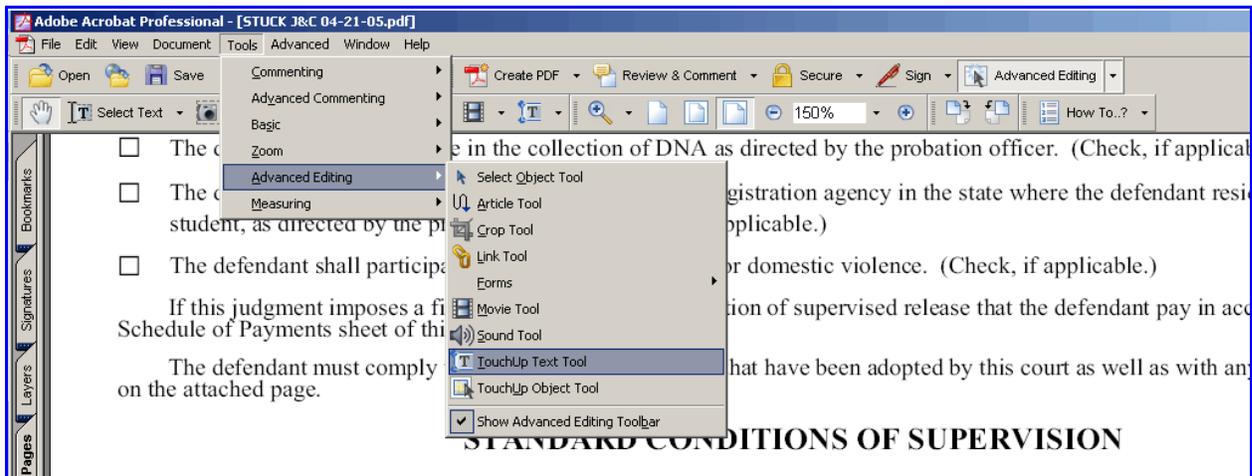
Delete Pages After Extracting

OK Cancel

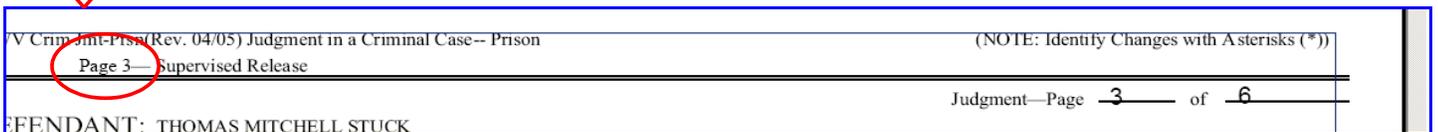
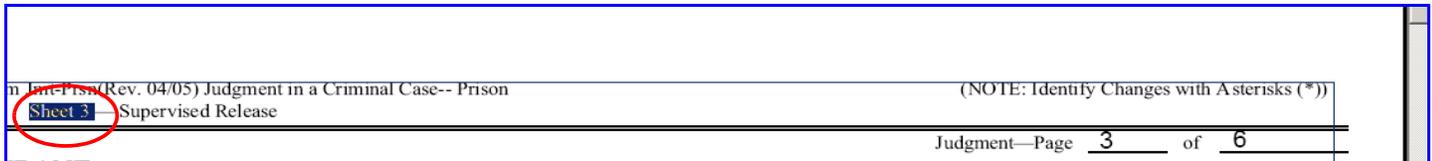
4. Editing Type: When you need to edit type that is not in a text box, you may use the TouchUp Text Tool, located either on your tool bar:



Or you can find it at Tools-Advanced Editing-TouchUp Text Tool:

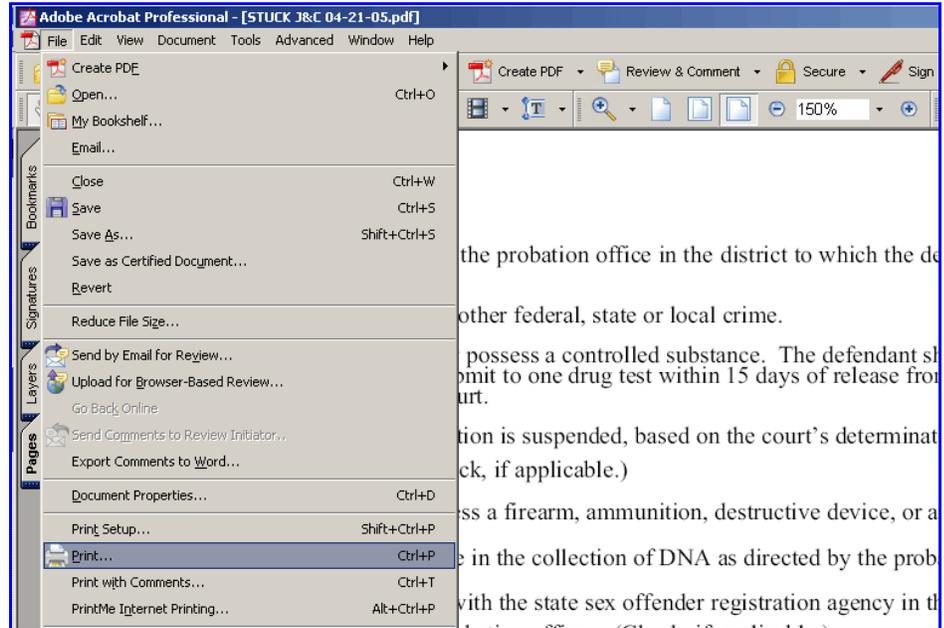


With this feature, you can change virtually anything typed on the document. Once you select the TouchUp Text Tool, highlight the text you wish to modify and make the change:



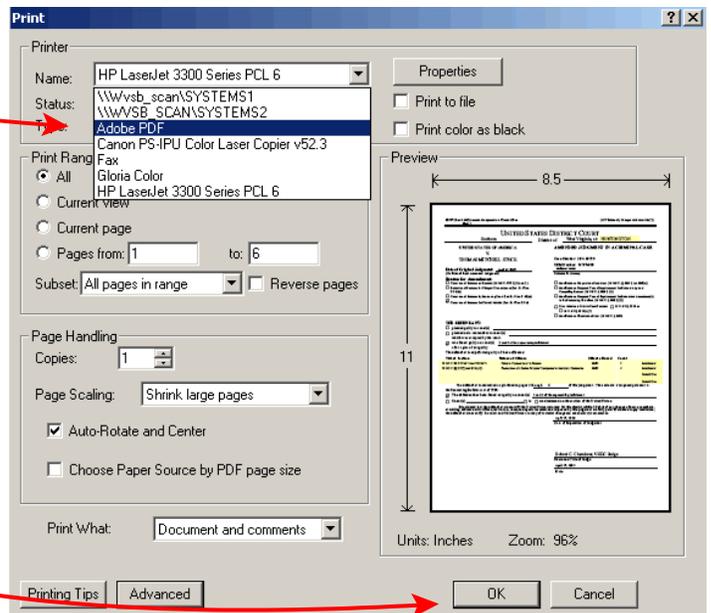
5. Preparing the form for submission to the Clerk’s Office: Upon completing the form, be sure to PRINT to PDF rather than merely saving the form. The fields in saved fillable forms will sometimes not appear in CM/ECF.

-Go to File-Print:

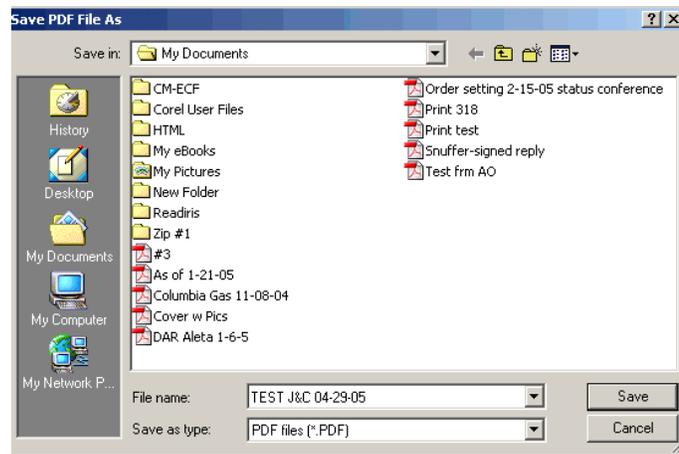


-Choose Adobe PDF as the printer:

-Click OK:



-Name the file and place it where you choose:



6. Other User Tips: You will be doing yourself a big favor if you save originals of each form on your computer. When you want to complete one for a case, rename it.

-IMPORTANT: When naming PDF forms after completing them, use the **Save As** function. If you repeatedly hit the **Save** button, it multiplies the size of the file exponentially. So complete the form to the fullest extent possible, then hit **Save As** to rename and save it.

-You would want to save the file while you are still working on it. If you **Print to PDF**, it closes all text box and check box fields and pull-down menus, so that to make any further edits, you'll have to use the **TouchUp Text Tool** as described above.

- **To create the § symbol in Adobe, use Alt 21.** The key is that this only works with the numbers on the number pad to the right of your keyboard. The **Numbers Lock** button must be disengaged. The numbers at the top of your keyboard will not work for this function.

7. Questions, Comments, Suggestions: If you have questions, comments or suggestions regarding fillable forms, especially J&C fillable forms, contact Bill Hinerman, Chief Deputy Clerk, at Bill_Hinerman@wvsd.uscourts.gov, or 304-347-3050.

Emailing Case Opening Documents– § A: Complaint

To email a case opening document to the Court, complete the requisite documents and attach them to an email. This option is available only in IFP cases with counsel, or when you provide the Clerk's Office with your credit card number and authorization to charge your card for the filing fee. If you are paying the fee by check, you must bring it to the Clerk's Office or tender payment by mail. You must send the email by 5:00 P.M. for filing the same day. Any filing that arrives after 5:00 P.M. at the Court will be dated the next day. See the credit card authorization section of the attorney authorization form on the Court's web site.

1. Complete the necessary documents; convert to PDF; save to a file.

- a. Complaint: Complete a complaint in a word processing program and convert it to PDF format. (To convert to PDF, you must have a PDF writing program on your computer.)
- b. Civil Cover Sheet: Use the PDF fillable form (Form WVSD/DC-0001) on the Court's web site for the civil cover sheet.

-Go to <http://www.wvsd.uscourts.gov/>

-District Court

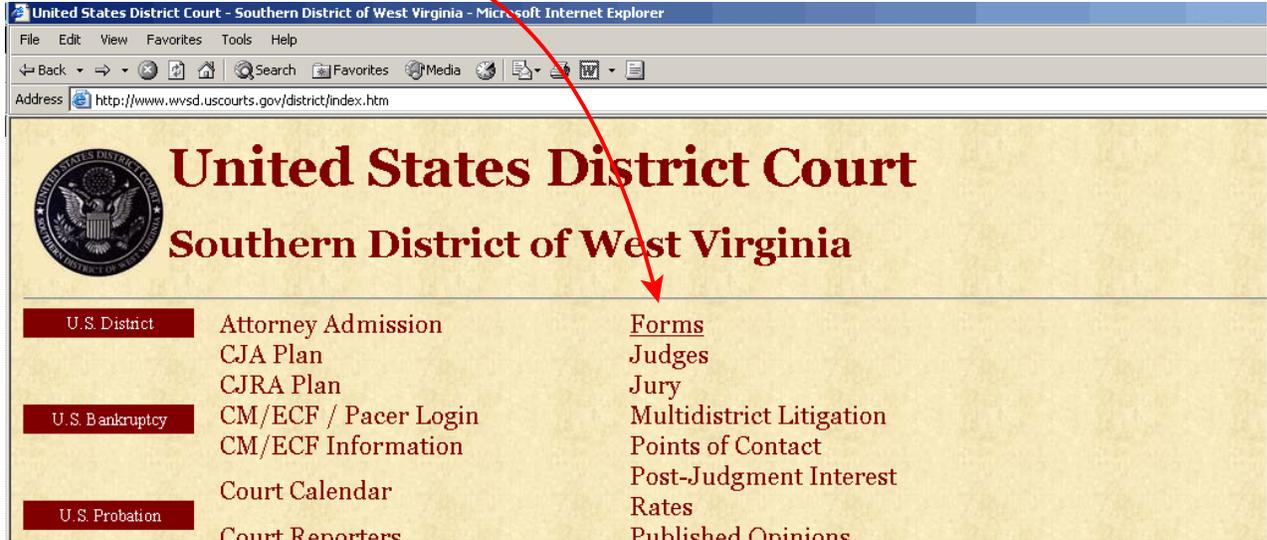
United States Federal Courts
Southern District of West Virginia

District Court
Bankruptcy Court
Probation Office
Locations
Announcements

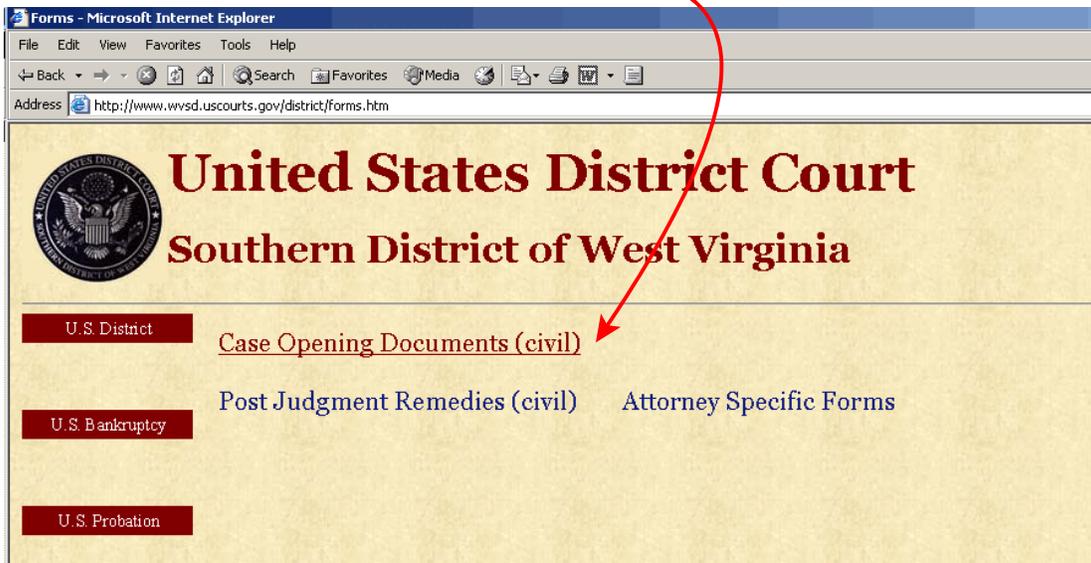
Clerk's Office Room 2400 300 Virginia Street E. Charleston, WV 25301 (304)347-3000	Court Administration Room 3200 300 Virginia Street E. Charleston, WV 25301 (304)347-3086	Probation Office Room 1200 300 Virginia Street E. Charleston, WV 25301 (304)347-3300
--	--	--

Hours of Operation are from 8:30 A.M. to 5:00 P.M. Monday through Friday

-Choose Forms:

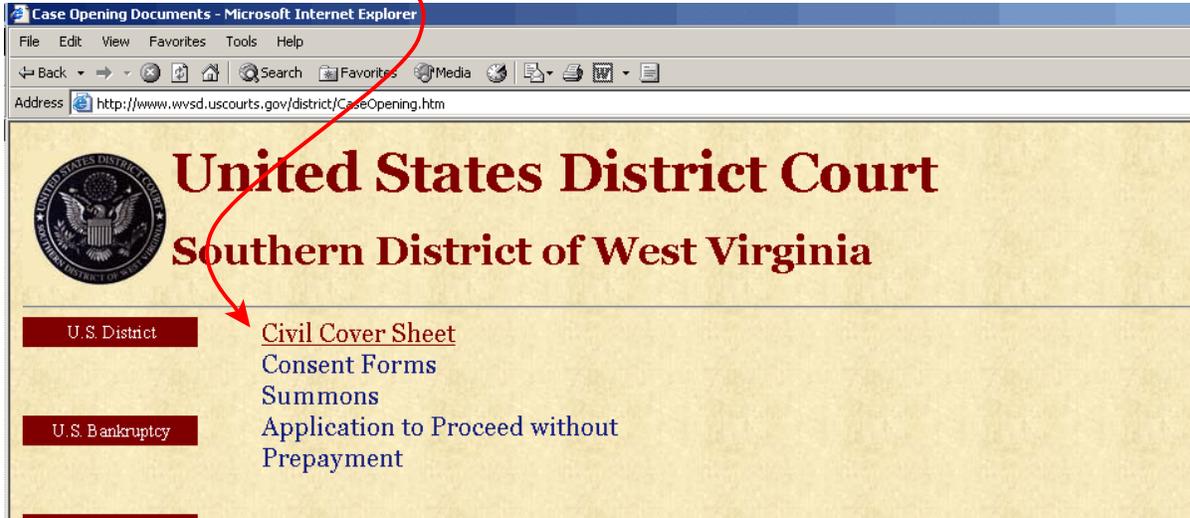


-Select Case Opening Documents (civil):



-Civil Cover Sheet

-Complete the form on-line, name it and save it for filing in CM/ECF.



Address: http://www.wvsd.uscourts.gov/district/forms/civilcover.pdf

Save a Copy Print Email Search 150% Review & Comment Sign

Saves a copy of the file

WVSD/DC- 0001 (Rev. 03/05)

CIVIL COVER SHEET

This Civil Cover Sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for the use of the Clerk of Court for the purpose of initiating the civil docket sheet. (SEE INSTRUCTIONS ON THE FOLLOWING PAGE OF THE FORM.)

<p>I. (a) PLAINTIFFS</p> <p>Zechariah Zimmerman</p> <p>(b) County of Residence of First Listed Plaintiff _____ (EXCEPT IN U.S. PLAINTIFF CASES)</p> <p>(c) Attorney's (Firm Name, Address, and Telephone Number)</p>	<p>DEFENDANTS</p> <p>Andrew Anderson, Billy Ray Boggs, Carlton Caldwell</p> <p>County of Residence of First Listed Defendant <u>Kanawha</u> (IN U.S. PLAINTIFF CASES ONLY)</p> <p>NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE LAND INVOLVED.</p> <p>Attorneys (If Known)</p>																								
<p>II. BASIS OF JURISDICTION (Place an "X" in One Box Only)</p> <p><input type="checkbox"/> 1 U.S. Government Plaintiff</p> <p><input type="checkbox"/> 2 U.S. Government Defendant</p> <p><input type="checkbox"/> 3 Federal Question (U.S. Government Not a Party)</p> <p><input type="checkbox"/> 4 Diversity (Indicate Citizenship of Parties in Item III)</p>	<p>III. CITIZENSHIP OF PRINCIPAL PARTIES(Place an "X" in One Box for Plaintiff and One Box for Defendant)</p> <p>(For Diversity Cases Only)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>PIF</th> <th>DEF</th> <th></th> <th>PIF</th> <th>DEF</th> </tr> </thead> <tbody> <tr> <td>Citizen of This State</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 1</td> <td>Incorporated or Principal Place of Business In This State</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 2</td> <td>Incorporated and Principal Place of Business In Another State</td> <td><input type="checkbox"/> 5</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Nation</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 3</td> <td></td> <td><input type="checkbox"/> 6</td> <td><input type="checkbox"/> 6</td> </tr> </tbody> </table>		PIF	DEF		PIF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Citizen or Subject of a Foreign Nation	<input type="checkbox"/> 3	<input type="checkbox"/> 3		<input type="checkbox"/> 6	<input type="checkbox"/> 6
	PIF	DEF		PIF	DEF																				
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Citizen or Subject of a Foreign Nation	<input type="checkbox"/> 3	<input type="checkbox"/> 3		<input type="checkbox"/> 6	<input type="checkbox"/> 6																				

-Sign: You must sign and date the Civil Cover Sheet. To sign, use the /s/ designation per the Court’s local rules.

VI. CAUSE OF ACTION		Brief description of cause:	
VII. REQUESTED IN COMPLAINT:	<input type="checkbox"/> CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23	DEMAND \$	CHECK YES only if demanded in complaint: JURY DEMAND: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VIII. RELATED CASE(S) IF ANY	(See instructions):	JUDGE _____	DOCKET NUMBER _____
DATE _____	SIGNATURE OF ATTORNEY OF RECORD <u>/s/ Abraham Lincoln, Attorney for Plaintiff</u>		
FOR OFFICE USE ONLY			
RECEIPT # _____	AMOUNT _____	APPLYING IFP _____	JUDGE _____ MAG. JUDGE _____

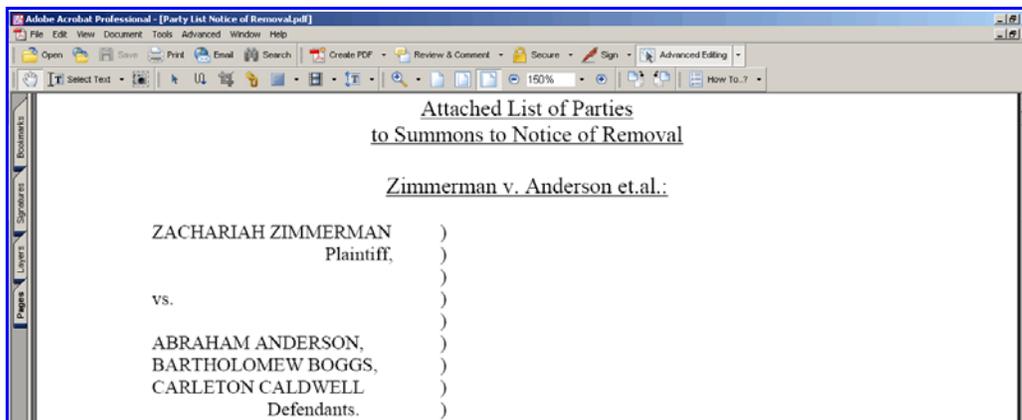
-When you have the form properly completed, save it in a file of your choice using a naming convention of your choice.*

***However, the name should indicate to the Court what the document is and to what case the document is related: e.g., *Zimmerman Cover Sheet*.**

c. Summonses: Complete the appropriate summons for your case. The Court has summonses posted on the Court web site, supra, at <http://www.wvsc.uscourts.gov/>

- Plaintiffs must list all parties on the summonses.
- Prepare individual summonses for each individual defendant.
- If the style block on the summons is not large enough to accommodate the names of all parties, type “SEE ATTACHED LIST” in the style block and attach a separate page listing all remaining parties.

-If necessary, list the remaining parties on a separate page and convert to PDF:



-If the summons is in proper form and properly completed pursuant to Rule 4 of the Federal Rules of Civil Procedure, the Clerk's Office will print, sign, and seal each summons, then return it by mail or at the Clerk's Office counter to the filing party, who remains responsible for affecting service of process.

-Whether filing electronically via email or conventionally, the filing party remains responsible for service of the summonses and complaint on all parties.

-If the summons is NOT in proper form pursuant to Rule 4 of the Federal Rules of Civil Procedure, the Clerk's Office will telephone you to resolve the imperfection.

-The Clerk's Office will NOT sign, seal and mail summonses that are not in compliance with Rule 4 of the Federal Rules of Civil Procedure.

d. Exhibits: If you have exhibits to submit to support your complaint, you must convert them to PDF format.

-Electronic format: If your exhibits are documents in a word processing format, converting them to PDF through a PDF writing program is significantly better and more efficient than scanning the printed documents.

-Paper format: If your exhibits are paper documents, scan them into PDF format.

2. Attach the documents to an email to the Clerk's Office.

a. Email Address: Send the complaint, civil cover sheet, summons(es), and any exhibits to wvsd_newcases@wvsd.uscourts.gov

b. Subject Line: Put "New Civil Case" in the subject line.

c. Text of email: In the text of the email, explain what you are submitting to the Court, how many summonses you are including, and whether you are submitting any exhibits:

The screenshot shows an email composition window with the following details:

- Buttons: Send, Save as a Draft, Spell Check, Cancel
- Fields: To: wvsd_newcases@wvsd.uscourts.gov; Subject: New Civil Case
- Text: Dear Clerk, Attached are a new civil case with all accompanying documents. Put in this email anything you'd normally put in a cover letter. This text will not appear on the docket sheet. Sincerely, Attorney of Record

- d. Attach files: When you attach the respective files, be sure to name them so that the Clerk's Office personnel can easily identify them. For example:
- Complaint, with Plaintiff's name; e.g.: *Zimmerman Complaint*
 - Civil Cover Sheet, with Plaintiff's name; e.g.: *Zimmerman Civil Cover Sheet*
 - Summons for specific party; e.g.: Summons for Defendant Anderson

Mail | Addresses | Calendar | Notepad | [What's New](#)

Send | Save as a Draft | Spell Check | Cancel

Insert addresses | Add CC - Add BCC

To: wvsd_newcases@wvsd.uscourts.gov

Subject: New Civil Case

📎 Injuredguy Complaint.pdf (13k) [Remove] , 📎 Injuredguy Civil Cover Sheet.pdf (238k) [Remove] , 📎 Injuredguy App to Proceed w-o Prepayment.pdf (79k) [Remove] ,
📎 Ex A pt 1 pp 1-50.pdf (99k) [Remove] , 📎 Ex A pt 2 pp 51-100.pdf (121k) [Remove]

Attach Files

Dear Clerk,

Attached are a new civil case with all accompanying documents.

Put in this email anything you'd normally put in a cover letter. This text will not appear on the docket sheet.

Sincerely,

Attorney of Record

3. Final Points:

1. Case Opening Generally: Attorneys cannot open new cases at this time. CM/ECF will eventually include the tools necessary for attorneys to open cases. Until that time, however, the Court will allow attorneys to submit case opening documents as attachments to emails.
2. Other documents via Email: The Court will accept no other documents through email. This email exception applies only to case opening documents and applies only until CM/ECF includes the tools necessary to allow attorneys to open cases. We hope that this occurs during 2005.
3. Reply Emails: The Clerk's office will not respond to attorneys with a reply email. Attorneys will know their case opening documents resulted in a new case when they receive the associated NEF. If an attorney emails case opening documents to the Court and does not receive a NEF within two business days, the attorney should contact the Clerk's office to ensure that the Court received the email and attachments.

Emailing Case Opening Documents §B: Notice of Removal

To email a case opening document to the Court, complete the requisite documents and attach them to an email. This option is available only in IFP cases with counsel, or when you provide the Clerk's Office with your credit card number and authorization to charge your card for the filing fee. If you are paying the fee by check, you must bring it to the Clerk's Office or tender payment by mail. You must send the email by 5:00 P.M. for filing the same day. Any filing that arrives after 5:00 P.M. at the Court will be dated the next day. See the credit card authorization section of the attorney authorization form on the Court's web site.

1. Complete the necessary documents; convert to PDF; save to a file.

a. Notice of Removal: When filing a Notice of Removal, prepare it in a word processing program and convert it to PDF. You must sign the Notice of Removal in compliance with the Local Rules of this Court and Rule 11 of the Federal Rules of Civil Procedure (e.g., s/ Abraham Lincoln). Scan all documents from the state case that you would ordinarily file in a removal action (including, but not limited to, the complaint, summonses, amended complaint, any answers filed in any action, pending motions with supporting documentation, and any order signed by a state court judge).

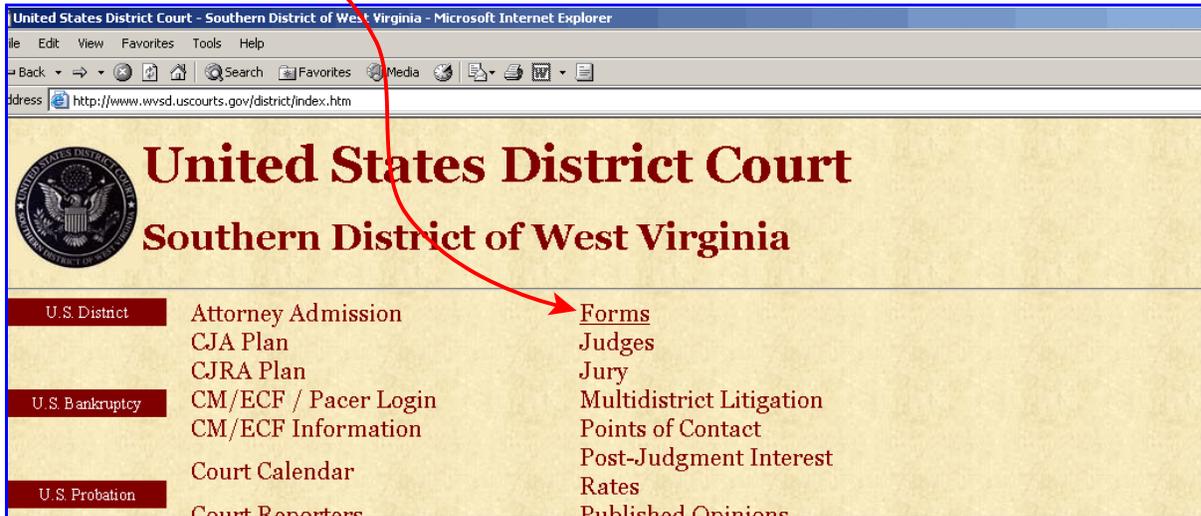
b. Civil Cover Sheet: Use the PDF fillable form (Form WVSD/DC-0001) on the Court's web site for the civil cover sheet.

-Go to <http://www.wvsd.uscourts.gov/>

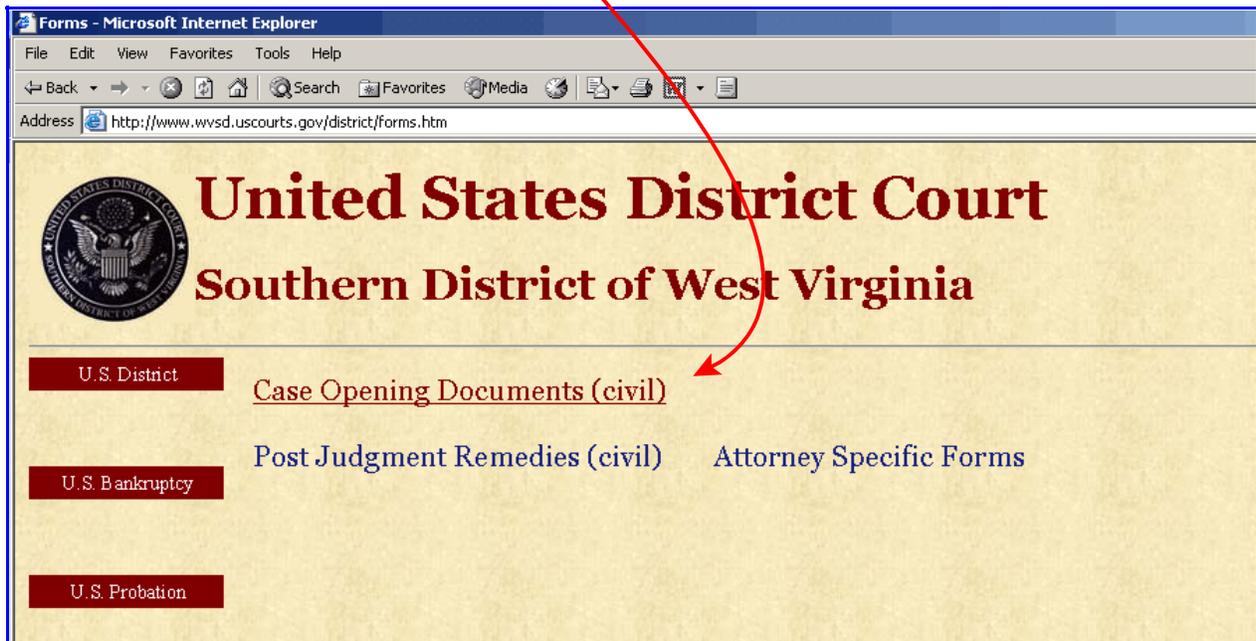
-District Court:



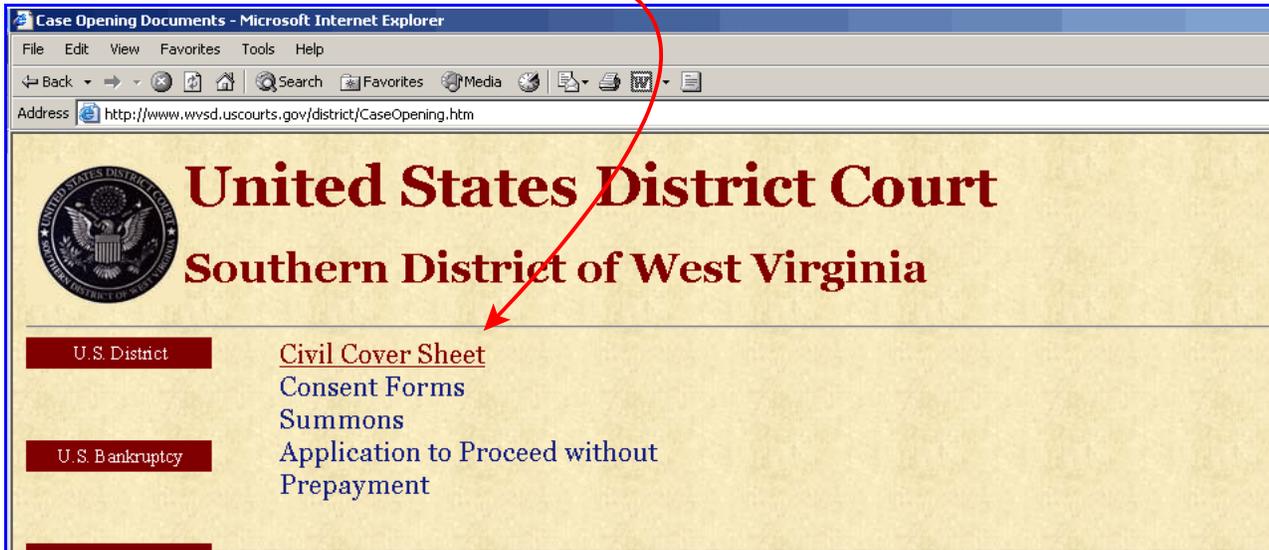
-Go to Forms:



-Case Opening Documents (civil):



-Choose Civil Cover Sheet:



-Complete the form on-line.

The screenshot shows the online "CIVIL COVER SHEET" form (WVSD/DC-0001, Rev. 03/05) in a browser window. The form is divided into several sections:

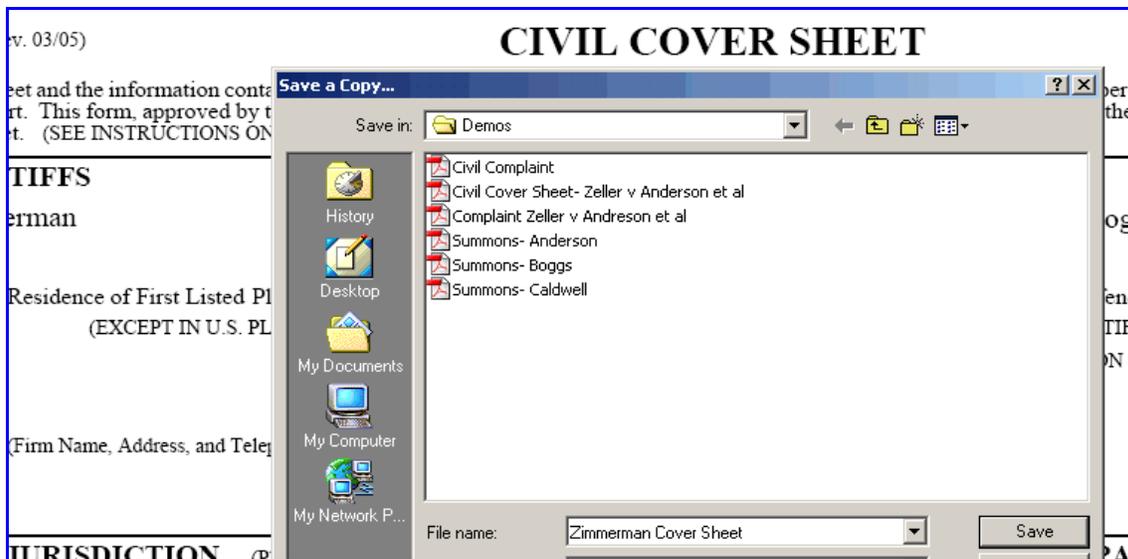
- Section I (a) PLAINTIFFS:** Plaintiff name: Zechariah Zimmerman.
- Section I (b) County of Residence of First Listed Plaintiff:** Blank line.
- Section I (c) Attorney's (Firm Name, Address, and Telephone Number):** Blank line.
- DEFENDANTS:** Defendant names: Andrew Anderson, Billy Ray Boggs, Carlton Caldwell.
- County of Residence of First Listed Defendant:** Kanawha.
- NOTE:** IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE LAND INVOLVED.
- Attorneys (If Known):** Blank line.
- Section II. BASIS OF JURISDICTION (Place an "X" in One Box Only):**
 - 1 U.S. Government Plaintiff
 - 2 U.S. Government Defendant
 - 3 Federal Question (U.S. Government Not a Party)
 - 4 Diversity (Indicate Citizenship of Parties in Item III)
- Section III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant):**

	PTF	DEF		PTF	DEF
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5
Citizen or Subject of a Foreign Nation	<input type="checkbox"/> 3	<input type="checkbox"/> 3		<input type="checkbox"/> 6	<input type="checkbox"/> 6

-Sign: You must sign and date the Civil Cover Sheet. To sign, use the s/ designation per the Court’s local rules.

VII. REQUESTED IN COMPLAINT:	<input type="checkbox"/> CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23	DEMAND \$ _____	CHECK YES only if demanded in complaint: JURY DEMAND: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
VIII. RELATED CASE(S) IF ANY	(See instructions):	JUDGE _____	DOCKET NUMBER _____
DATE 04/29/2005	SIGNATURE OF ATTORNEY OF RECORD s/ James D. Beam, Attorney for Defendant		
FOR OFFICE USE ONLY			
RECEIPT # _____	AMOUNT _____	APPLYING IFP _____	JUDGE _____ MAG. JUDGE _____

-Save: When you have the form properly completed, save it in a file of your choice using a naming convention of your choice.*



However, the name should indicate to the Court what the document is and to what case the document is related: e.g., *Civil Cover Sheet- Zeller v. Anderson.

2. Attach the documents to an email to the Clerk's Office.

- a. **Email Address:** Send the Notice of Removal with all case initiating documents from the state court action, civil cover sheet, and any other exhibits to wvsd_newcases@wvsd.uscourts.gov
- b. **Subject Line:** Put "New Civil Case: Removal" in the subject line.
- c. **Text of email:** In the text of the email, include what you'd normally put in your cover letter:

Mail | Addresses | Calendar | Notepad

Send | Save as a Draft | Spell Check | Cancel

Insert addresses | Add CC - Add BCC

To: wvsd_newcases@wvsd.uscourts.gov

Subject: New Civil Case: REMOVAL

Zimmerman Notice of Removal.PDF (10k) [Remove] , Zimmerman Cover Sheet.pdf (259k) [Remove] , Sumr
 Docket Sheet.pdf (242k) [Remove]

Attach Files

Dear Clerk,

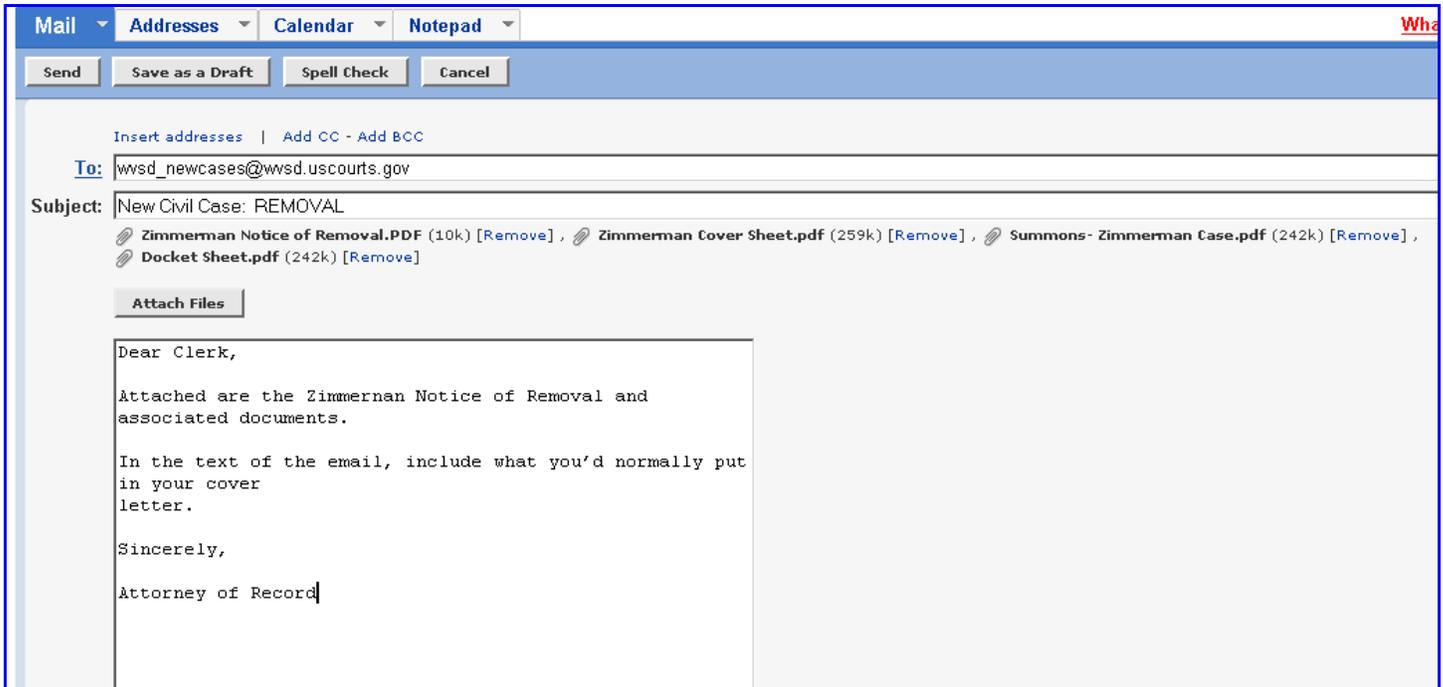
Attached are the Zimmerman Notice of Removal and associated documents.

In the text of the email, include what you'd normally put in your cover letter.

Sincerely,

Attorney of Record

- d. Attach files: When you attach the respective files, be sure to name them so that the Clerk's Office personnel can easily identify them. For example:
- Notice of Removal, with Plaintiff's name; e.g.: *Zimmerman Notice of Removal*
 - Civil Cover Sheet, with Plaintiff's name; e.g.: *Zimmerman Civil Cover Sheet*



3. Final Points:

1. Case Opening Generally: Attorneys cannot open new cases at this time. CM/ECF will eventually include the tools necessary for attorneys to open cases. Until that time, however, the Court will allow attorneys to submit case opening documents as attachments to emails.
2. Other documents via Email: The Court will accept no other documents through email. This email exception applies only to case opening documents and applies only until CM/ECF includes the tools necessary to allow attorneys to open cases. We hope that this occurs during 2005.
3. Reply Emails: The Clerk's office will not respond to attorneys with a reply email. Attorneys will know their case opening documents resulted in a new case when they receive the associated NEF. If an attorney emails case opening documents to the Court and does not receive a NEF within two business days, the attorney should contact the Clerk's office to ensure that the Court received the email and attachments.